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ABSTRACT

This teacher's guide was developed to assist business instructors using Dac Easy Accounting Payroll Version 3.0 edition software in their accounting programs. The module contains assignment sheets and job sheets designed to enable students to master competencies identified in the area of automated accounting--payroll. Basic accounting skills are transferred to the microcomputer through applied simulations. The module is designed to allow students to advance at their own pace using an employee data disk. The module contains the following elements common to a unit of instruction: objectives, suggested activities/instructional materials, information sheet, transparency masters, handouts, assignment sheets and job sheets, keys to assignment sheets and job sheets, and a test with answer key. Tips for instructor use and eight references also are included in the module. (KC)

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Instructor Module
20-4502-I

AUTOMATED ACCOUNTING PAYROLL

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AUTOMATED ACCOUNTING - PAYROLL

INSTRUCTOR MODULE

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FOREWORD

The Automated Accounting - Payroll Curriculum Module was developed to assist business instructors using Dac Easy Accounting Payroll™ Version 3.0 edition software in their accounting programs. This module contains step-by-step assignment sheets and job sheets designed to enable students to master competencies identified in the area of automated accounting - payroll. Basic accounting skills are transferred to the microcomputer through applied simulations. Students advance through the module at their own pace using the employee data disk provided with this module.

Developed concurrently with this curriculum guide is the Automated Accounting Curriculum Guide based on Dac Easy Accounting™ College Edition Version 2.0 software. It is available separately.

These instructional materials reflect care and concern on the part of the project advisory committee and the project writer, Duane Moses. A great deal of time, effort, and dedication went into this project during the development, fieldtesting, and final revision phases. It is sincerely hoped that this module will become a useful addition to secondary, postsecondary, and adult accounting programs.

ACKNOWLEDGMENTS

Appreciation is extended to those individuals who contributed their time and talents to the development and fieldtest of this curriculum module.

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TIPS FOR INSTRUCTORS USING THIS MODULE

The following tips are based on the findings of the fieldtest coordinators who used these instructional materials in their own classrooms during the fieldtest phase. They are provided as insights that may be beneficial to instructors using these materials for the first time.

- Percentages and times given in the specific objectives are *guidelines* only and are provided as *suggested minimums*.
- Instructors may wish to provide students with a key to the print-outs (key to job sheets found at the end of the module) as a checkpoint after tasks are completed.
- This module is color-coded according to the following system:

White	objective sheet, transparency masters, handouts
Pink	suggested activities/instructional materials sheet; answer keys to assignment sheets, answer keys to job sheets, test key
Green	information sheet
Tan	assignment sheets
Blue	job sheets
Yellow	test

- Elements of this module are arranged in the following order:

objective sheet

suggested activities/instructional materials

information sheet

transparency masters (TM)

handouts (HO)

assignment sheets and job sheets (in order of use)

keys to assignment sheets

keys to job sheets

test

test key

- Note that all assignment sheets are paper and pencil (handwritten) exercises and job sheets are completed on the microcomputer. Logos in the upper right corner, along with the color-coding system (assignment sheets are beige and job sheets are blue), should assist in differentiating between them. Also note that assignment sheets and job sheets appear in order of use (as listed in weekly memorandums--Handouts 2, 4, 6, 8, 9, and 13) rather than all assignment sheets followed by all job sheets. This is a departure from traditional curriculum format, but fieldtest coordinators found the materials much easier to manage when arranged in order of use. Answer keys for assignment sheets and job sheets appear at the end of the module immediately before the test (yellow sheet).

- Instructors must stress proofreading all print-outs *before* posting to avoid the need for correcting entries after posting.

- Students' print-outs will be more easily identifiable if each student renames the business to personalize his/her output. The C-US Cable Company in the simulations can be changed to another name. For example, a student named Cindy Jamison could rename the company as Cindy's Cable or Jamison Cable. Most of her print-outs will be distinguishable from those of other students. To change the company I.D., select 10, File Creation and Maintenance, from the Main Menu. Then select 11, Company I.D. and complete line 1 to personalize the print-outs.

BIBLIOGRAPHY

Charles, T.W. & Stiner, F.M. (1985). Your Name Company Accounting Practice Set for the Computer. Boston, MA: Wadsworth.

Dac Easy Accounting™ College Edition (1988). Dallas, TX: Dac Software.

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Swanson, R.M., et al. (1987). Accounting First Year Course (4th edition). Cincinnati, OH: South-Western.

Weaver, D.H., et al. (1988). Accounting Systems and Procedures (5th edition). New York, NY: McGraw Hill.

AUTOMATED ACCOUNTING- PAYROLL

Table of Contents

When using this Table of Contents to locate Assignment Sheets and Job Sheets, refer to the appropriate subheading within the module. All Assignment Sheets are listed in sequential order under the subheading, Assignment Sheets, and all Job Sheets are listed in sequential order under the subheading, Job Sheets. Page numbers are not listed in ascending numeric order because Assignment Sheets and Job Sheets are arranged in order of use as indicated in Handouts 2, 4, 6, 8, 9, and 13.

FOREWORD iii

ACKNOWLEDGMENTS iv

TIPS FOR INSTRUCTORS USING THIS GUIDE v

BIBLIOGRAPHY vii

AUTOMATED ACCOUNTING - PAYROLL 1

Transparency Masters

TM 1: Example of a Completed Form W-4 11
TM 2: Example of a Completed Form W-2 13

Handouts

HO 1: C-US Cable General Information 15
HO 2: Week 1 Memorandum 17
HO 3: Payroll Register for C-US Cable Installation Department 19
HO 4: Week 2 Memorandum 21
HO 5: Payroll Register for C-US Cable Installation Department 23
HO 6: Week 3 Memorandum 25
HO 7: Payroll Register for C-US Cable Installation Department 27
HO 8: Week 4 Memorandum 29
HO 9: Week 5 Memorandum 31
HO 10: New Employee Information 33
HO 11: Payroll Register for C-US Cable Installation Department 37
HO 12: Payroll Register for C-US Cable Installation Department 39
HO 13: Week 6 Memorandum 41

Assignment Sheets

AS 1: Figuring the Manual Payroll Register (Week 2) 45
AS 2: Figuring the Manual Payroll Register (Week 3) 67
AS 3: Figuring the Manual Payroll Register (Week 4) 87
AS 4: Figuring the Manual Payroll Register (Week 5) 117
AS 5: Figuring the Manual Payroll Register (Week 6) 139

Job Sheets

JS 1: Printing the Employee Directory (Week 1) 43
JS 2: Processing Payroll Using the Automatic Generation Option (Week 2) 47

JS 3: Printing the Payroll Register (Week 2) . . . 51
JS 4: Generating Weekly Payroll Checks (Week 2) . . . 53
JS 5: Generating the Check Register (Week 2) . . . 57
JS 6: Generating the Installation Department Report (Week 2) . . . 59
JS 7: Completing the Posting Process (Week 2) . . . 61
JS 8: Printing the Monthly Report (Week 2) . . . 63
JS 9: Closing the Month (Week 2) . . . 65
JS 10: Using Data Entry for Employees Working Overtime (Week 3) . . . 69
JS 11: Printing the Payroll Register Work Sheet (Week 3) . . . 73
JS 12: Processing Payroll (Week 3) . . . 75
JS 13: Printing the Payroll Register (Week 3) . . . 77
JS 14: Generating Weekly Payroll Checks (Week 3) . . . 79
JS 15: Printing the Check Register (Week 3) . . . 81
JS 16: Generating the Installation Department Report (Week 3) . . . 83
JS 17: Completing the Posting Process (Week 3) . . . 85
JS 18: Using Data Entry for Employees Working Overtime (Week 4) . . . 89
JS 19: Printing the Payroll Register Work Sheet (Week 4) . . . 93
JS 20: Processing Payroll (Week 4) . . . 95
JS 21: Printing the Payroll Register (Week 4) . . . 97
JS 22: Generating Weekly Payroll Checks (Week 4) . . . 99
JS 23: Printing the Check Register (Week 4) . . . 103
JS 24: Generating the Installation Department Report (Week 4) . . . 105
JS 25: Completing the Posting Process (Week 4) . . . 107
JS 26: Adding New Employees to Dac Easy Payroll™ Software (Week 5) . . . 109
JS 27: Printing a Directory of New Employees (Week 5) . . . 115
JS 28: Using Data Entry for Employees Working Overtime (Week 5) . . . 119
JS 29: Printing the Payroll Register Work Sheet (Week 5) . . . 125
JS 30: Processing Payroll (Week 5) . . . 127
JS 31: Printing the Payroll Register (Week 5) . . . 129
JS 32: Generating Weekly Payroll Checks (Week 5) . . . 131
JS 33: Printing the Check Register (Week 5) . . . 133
JS 34: Generating the Installation Department Report (Week 5) . . . 135
JS 35: Completing the Posting Process (Week 5) . . . 137
JS 36: Processing Payroll (Week 6) . . . 141
JS 37: Printing the Payroll Register (Week 6) . . . 143
JS 38: Generating Weekly Payroll Checks (Week 6) . . . 145
JS 39: Printing the Check Register (Week 6) . . . 147
JS 40: Generating the Installation Department Report (Week 6) . . . 149
JS 41: Completing the Posting Process (Week 6) . . . 151
JS 42: Printing the Monthly Report (Week 6) . . . 153
JS 43: Closing the Month (Week 6) . . . 155
JS 44: Printing the Quarterly Report . . . 157
JS 45: Closing the Quarter (Week 6) . . . 159
JS 46: Printing W-2 Forms (Week 6) . . . 161
JS 47: Closing the Year (Week 6) . . . 163

Answer Keys to Assignment Sheets . . . 165

Answer Keys to Job Sheets . . . 171

Test . . . 259

Test Key . . . 264

AUTOMATED ACCOUNTING - PAYROLL

MODULE OBJECTIVE

After completion of this module, the student will be able to define payroll terms, identify and complete Form W-2 and Form W-4, and perform accounting activities for automated payroll.

SPECIFIC OBJECTIVES

After completion of this module, the student will be able to:

1. Given 17 definitions and terms related to payroll, the student will match the terms and definitions with 85 percent accuracy within 10 minutes. (Test Items 1-17)

2. Given the necessary information, the student will complete a Form W-2 with 85 percent accuracy within 5 minutes. (Test Items 18-23)

3. Given the necessary information, the student will complete a Form W-4 with 85 percent accuracy within 5 minutes. (Test Items 24-36)

NOTE: Before proceeding with objective 4, students must read Handout 2 and Handout 4 and follow directions.

4. Given the necessary equipment and supplies, the student will print a copy of the Installation Department employee directory from the Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 5 minutes. (Job Sheets 1, 27)

5. Given an assignment sheet which contains information related to completing a payroll register, the student will complete the activity with 85 percent accuracy within 20 minutes. (Assignment Sheets 1, 2, 3, 4, 5)

6. Given the necessary equipment and supplies, the student will use the automatic generation option to process the payroll in Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 5 minutes. (Job Sheets #2, 12, 20, 30, 36)

7. Given the necessary equipment and supplies, the student will print the payroll register using Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 10 minutes. (Job Sheets 3, 11, 13, 19, 21, 29, 31, 37)

8. Given the necessary equipment and supplies, the student will print the payroll checks using Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 10 minutes. (Job Sheets 4, 14, 22, 32, 38)

9. Given the necessary equipment and supplies, the student will print the check register using Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 5 minutes. (Job Sheets 5, 15, 23, 33, 39)

10. Given the necessary equipment and supplies, the student will print the Installation Department report using Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 5 minutes. (Job Sheets 6, 16, 24, 34, 40)

11. Given the necessary equipment and supplies, the student will post the weekly payroll using Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 5 minutes. (Job Sheets 7, 17, 25, 25, 41)

12. Given the necessary equipment and supplies, the student will print the monthly report using Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 5 minutes. (Job Sheet 8, 42)

13. Given the necessary equipment and supplies, the student will close the month using Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 5 minutes. (Job Sheets 9, 43)

14. Given the necessary equipment and supplies, the student will key-enter data related to employees who worked overtime into Dac Easy Accounting Payroll™Version 3.0 edition software with 85 percent accuracy within 15 minutes. (Job Sheet 10, 18, 28)

15. Given the necessary equipment and supplies, the student will key-enter new employee data into Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 30 minutes. (Job Sheet 26)

16. Given the necessary equipment and supplies, the student will print the quarterly report using Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 5 minutes. (Job Sheet 44)

17. Given the necessary equipment and supplies, the student will close the quarter using Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 5 minutes. (Job Sheet 45)

18. Given the necessary equipment and supplies, the student will print a Form W-2 for each employee using Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 5 minutes. (Job Sheet 46)

19. Given the necessary equipment and supplies, the student will close the year using Dac Easy Accounting Payroll™ Version 3.0 edition software with 85 percent accuracy within 5 minutes. (Job Sheet 47)

AUTOMATED ACCOUNTING - PAYROLL

SUGGESTED ACTIVITIES

A. Provide students with objective sheet.

B. Provide students with information sheet, assignment sheets, job sheets, and handouts.

C. Discuss the module objective and specific objectives.

D. Discuss information sheet, assignment sheets, and job sheets.

E. Discuss transparency masters and handouts.

F. Give test.

INSTRUCTIONAL MATERIALS

I. Included in this module:

A. Objective sheet

B. Information sheet

C. Transparency masters
   1. TM 1: Example of a Completed Form W-4
   2. TM 2: Example of a Completed Form W-2

D. Handouts
   1. HO 1: C-US Cable General Information
   2. HO 2: Week 1 Memorandum
   3. HO 3: Payroll Register for C-US Cable Installation Department
   4. HO 4: Week 2 Memorandum
   5. HO 5: Payroll Register for C-US Cable Installation Department
   6. HO 6: Week 3 Memorandum
   7. HO 7: Payroll Register for C-US Cable Installation Department
   8. HO 8: Week 4 Memorandum
   9. HO 9: Week 5 Memorandum
   10. HO 10: New Employee Information
   11. HO 11: Payroll Register for C-US Cable Installation Department
   12. HO 12: Payroll Register for C-US Cable Installation Department
   13. HO 13: Week 6 Memorandum

E. Assignment sheets
   1. AS 1: Figuring the Manual Payroll Register (Week 2)
   2. AS 2: Figuring the Manual Payroll Register (Week 3)
   3. AS 3: Figuring the Manual Payroll Register (Week 4)
   4. AS 4: Figuring the Manual Payroll Register (Week 5)
   5. AS 5: Figuring the Manual Payroll Register (Week 6)

F. Key to assignment sheets

G. Job sheets

1. JS 1: Printing the Employee Directory (Week 1)
2. JS 2: Processing Payroll Using the Automatic Generation Option (Week 2)
3. JS 3: Printing the Payroll Register (Week 2)
4. JS 4: Generating Weekly Payroll Checks (Week 2)
5. JS 5: Generating the Check Register (Week 2)
6. JS 6: Generating the Installation Department Report (Week 2)
7. JS 7: Completing the Posting Process (Week 2)
8. JS 8: Printing the Monthly Report (Week 2)
9. JS 9: Closing the Month (Week 2)
10. JS 10: Using Data Entry for Employees Working Overtime (Week 3)
11. JS 11: Printing the Payroll Register Work Sheet (Week 3)
12. JS 12: Processing Payroll (Week 3)
13. JS 13: Printing the Payroll Register (Week 3)
14. JS 14: Generating Weekly Payroll Checks (Week 3)
15. JS 15: Printing the Check Register (Week 3)
16. JS 16: Generating the Installation Department Report (Week 3)
17. JS 17: Completing the Posting Process (Week 3)
18. JS 18: Using Data Entry for Employees Working Overtime (Week 4)
19. JS 19: Printing the Payroll Register Work Sheet (Week 4)
20. JS 20: Processing Payroll (Week 4)
21. JS 21: Printing the Payroll Register (Week 4)
22. JS 22: Generating Weekly Payroll Checks (Week 4)
23. JS 23: Printing the Check Register (Week 4)
24. JS 24: Generating the Installation Department Report (Week 4)
25. JS 25: Completing the Posting Process (Week 4)
26. JS 26: Adding New Employees to Dac Easy Payroll• Software (Week 5)
27. JS 27: Printing a Directory of New Employees (Week 5)
28. JS 28: Using Data Entry for Employees Working Overtime (Week 5)
29. JS 29: Printing the Payroll Register Work Sheet (Week 5)
30. JS 30: Processing Payroll (Week 5)
31. JS 31: Printing the Payroll Register (Week 5)
32. JS 32: Generating Weekly Payroll Checks (Week 5)
33. JS 33: Printing the Check Register (Week 5)
34. JS 34: Generating the Installation Department Report (Week 5)
35. JS 35: Completing the Posting Process (Week 5)
36. JS 36: Processing Payroll (Week 6)
37. JS 37: Printing the Payroll Register (Week 6)
38. JS 38: Generating Weekly Payroll Checks (Week 6)
39. JS 39: Printing the Check Register (Week 6)
40. JS 40: Generating the Installation Department Report (Week 6)
41. JS 41: Completing the Posting Process (Week 6)
42. JS 42: Printing the Monthly Report (Week 6)
43. JS 43: Closing the Month (Week 6)
44. JS 44: Printing the Quarterly Report
45. JS 45: Closing the Quarter (Week 6)
46. JS 46: Printing W-2 Forms (Week 6)
47. JS 47: Closing the Year (Week 6)

H. Key to job sheets

I. Test

J. Test key

II. References:

A. Charles, T.W. & Stiner, F.M. (1985). Your Name Company Accounting Practice Set for the Computer. Boston MA: Wadsworth.

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G. Swanson, R.M., et al. (1987). Accounting First Year Course (4th edition). Cincinnati, OH: South-Western.

H. Weaver, D.H., et al. (1988). Accounting Systems and Procedures (5th edition). New York, NY: McGraw-Hill.

AUTOMATED ACCOUNTING - PAYROLL

INFORMATION SHEET

I. Payroll terms and definitions

A. Check register--a detailed listing of checks which have been written; includes information such as the check number, date, and drawee

B. Employee--individuals who provide services under the guidance of an employer

C. Employee earning record--an employment log kept for each employee indicating the accumulated earnings and withholdings for the year

D. Employer--a business or individual(s) for whom an employee provides a service

E. Federal income tax--a tax required by the federal government to be withheld from an employee's gross pay; withheld for each pay period, therefore spreading the payment over the course of the year

F. Federal Insurance Contribution Act (FICA)--a federal tax paid by most employers and employees for use in paying old-age, survivors, disability, and health insurance benefits; sometimes referred to as social security tax

G. Form W-2--a form provided to employees from an employer listing the employee's earnings and withholdings such as FICA, state and local taxes, and state and federal withholdings

H. Form W-4--a form completed by an employee at the time of hiring which indicates the withholding exemptions (allowances) which the employee is entitled to claim (usually the number of persons the employee supports)

I. Gross pay--total earnings before taxes and other withholdings are withheld from an employee's pay

J. Net pay--the amount of money an employee receives after taxes and withholdings have been withheld; is sometimes referred to as "take-home pay"

K. Overtime pay--the earnings received upon exceeding the normal working hours (usually 40 hours per week); the common rate of overtime pay is one and one-half times the regular hourly rate

L. Pay period--the time period for which an employee is paid; common pay periods are weekly, bi-weekly, monthly, and contract labor

M. Payroll--earnings due to an employee for services rendered

N. Payroll deductions--money withheld from an employee's earnings for taxes, insurance, pensions, etc.

O. Sick time–compensated time for which an employee may be absent from work because of illness or doctor/dental appointment

P. State income withholdings–an employee deduction withheld from an employee's gross pay; employers are required to withhold state income tax from those states that currently have a state income withholdings

Q. Vacation time–compensated time for which an employee may take off work for personal pleasure

II. Payroll forms

NOTE: Forms W-4 and W-2 are revised annually. The following descriptions are based on 1990 forms and may differ from those presently in use. The instructor can update this information by obtaining the most current forms from the local office of the Internal Revenue Service.

A. Form W-4 (TM 1)

1. Name, address, city, state, and zip code of the employee
2. Social security number of employee
3. Employee's marital status
4. Total number of employee allowances
5. Additional amount deducted from each pay period
6. Exemption of withholding
7. Student status
8. Employer's name and address
9. Office code (optional)
10. Employer identification number

B. Form W-2 (TM 2)

1. Control number
2. Employer's name, address, and zip code
3. Employer's identification number
4. Employer's state I.D. number
5. Employee's social security number
6. Employee status
7. Allocated tips

8. Advanced EIC payment
9. Federal income tax withheld
10. Wages, tips, other compensation
11. Social security tax withheld
12. Social security wages
13. Social security tips
14. Nonqualified plans
15. Dependent care benefits
16. Fringe benefits included in Box 10
17. Special instructions--see instructions for Form W-2/W-2P
18. Other
19. Employee's name, address, and zip code

20.-23. For Internal use by the Internal Revenue Service

24. State income tax
25. State wages, tips, etc.
26. Name of state
27. Local income tax
28. Local wages, tips, etc.
29. Name of locality

EXAMPLE OF A COMPLETED W-4 FORM

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ **For Privacy Act and Paperwork Reduction Act Notice, see reverse.**

OMB No. 1545-0010
1990

1 Type or print your first name and middle initial: Mindy Taylor — Last name

2 Your social security number: 441-83-6721

Home address (number and street or rural route): 1349 Russell Avenue

City or town, state, and ZIP code: Columbia, MO 65212

3 Marital status: ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate.
Note: *If married, but legally separated, or spouse is a nonresident alien, check the Single box.*

4 Total number of allowances you are claiming (from line G above or from the Worksheets on back if they apply) . . . 4: 1

5 Additional amount, if any, you want deducted from each pay . . . 5: $ 0

6 I claim exemption from withholding and I certify that I meet **ALL** of the following conditions for exemption:
- Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability; **AND**
- This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability; **AND**
- This year if my income exceeds $500 and includes nonwage income, another person cannot claim me as a dependent.

If you meet all of the above conditions, enter the year effective and "EXEMPT" here . . . . ▶ 6: 19

7 Are you a full-time student? (**Note:** *Full-time students are not automatically exempt.*) . . . 7 ☐ Yes ☐ No

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Employee's signature ▶ Mindy Taylor — **Date** ▶ January 14, 1990

8 Employer's name and address (**Employer:** Complete 8 and 10 **only if sending to IRS**)

9 Office code (optional)

10 Employer identification number

EXAMPLE OF A COMPLETED W-2 FORM

1 Control number		OMB No. 1545-0008			
2 Employer's name, address, and ZIP code Mind Grow 3710 W. Weston Columbia, MO 65212			6 Statutory employee ☐ Deceased ☐ Pension plan ☐ Legal rep. ☐ 942 emp. ☐ Subtotal ☐ Deferred compensation ☐ Void ☐		
			7 Allocated tips	8 Advance EIC payment	
			9 Federal income tax withheld	10 Wages, tips, other compensation 26,359.00	
3 Employer's identification number 65-0949619	4 Employer's state I.D. number		11 Social security tax withheld 1,845.13	12 Social security wages 26,359.00	
5 Employee's social security number 441-83-6721			13 Social security tips	14 Nonqualified plans	
19 Employee's name, address and ZIP code			15 Dependent care benefits	16 Fringe benefits incl. in Box 10	
			17	18 Other	
20	21		22	23	
24 State income tax	25 State wages, tips, etc.	26 Name of state MO	27 Local income tax	28 Local wages, tips, etc.	29 Name of locality Columbia

Copy 1 For State, City, or Local Tax Department

Dept. of the Treasury—Internal Revenue Service

Form W-2 Wage and Tax Statement 1990

Employee's and employer's copy compared ☐

C-US CABLE

GENERAL INFORMATION

C-Us Cable is a new independent cable company located in St. Louis Missouri. You have been hired as the C-Us Cable payroll accounting clerk. You will be responsible for completing the weekly payroll for the cable Installation Department. Your duties will include maintaining employee payroll data, generating weekly payroll, providing monthly, quarterly, and yearly reports, and any additional duties as assigned by the company accountant.

The company accountant has recently purchased Dac Easy Payroll™ as the payroll software package to be used for all payroll functions. The accountant has installed the payroll package and set up the control, tax table, and department information on the company computer. In addition, the accountant has key-entered eight Installation Department employees who have been hired.

Each week, you will receive a memorandum from the C-Us Cable accountant describing your duties as the Installation Department payroll clerk.

Refer to HO 2 for the next step.

C-US CABLE

MEMORANDUM

WEEK 1 MEMORANDUM

TO: Installation Department Payroll Clerk
FROM: Peggy Schotz, C-Us Cable Accountant
DATE: November 20, 19YY
SUBJECT: Weekly Activities

Complete the following for the weekly payroll activities.

1. Print a copy of the installation department employee directory. (JS 1)
2. Refer to HO 4 for the next step.

PAYROLL REGISTER FOR C-US CABLE INSTALLATION DEPARTMENT

PAY PERIOD ENDING: *November 30,* 19 *yy* PAYMENT DATE: *November 30,*

	EMPLOYEE ID	NAME	MARITAL CODE	EXEMPTIONS	TOTAL HOURS	RATE	EARNINGS			DEDUCTIONS					NET PAY	
							REGULAR	OVERTIME	TOTAL	FICA 7.51%	FED WITH. TAX	STATE WITH. TAX	INSUR-ANCE	TOTAL		
1.	001	*Chang, Won K.*	3	4	40	7.50	300 00		300 00		12 69	5 30	15 00			1.
2.	002	*Tyler, Sandi L.*	1	1	40	7.50	300 00		300 00		36 06	6 09	15 00			2.
3.	003	*Knipp, Scott S.*	1	1	40	7.00	280 00		280 00		33 06	5 15	15 00			3.
4.	004	*Heintz, Brett B.*	3	2	40	8.25	330 00		330 00		28 73	6 69	15 00			4.
5.	005	*Corbett, James W.*	3	5	40	7.25	290 00		290 00		5 42	4 81	15 00			5.
6.	006	*Brown, Edwin A.*	1	1	40	7.50	300 00		300 00		36 06	6 09	15 00			6.
7.	007	*Evans, Lauri*	3	4	40	8.00	320 00		320 00		15 69	6 05	15 00			7.
8.	008	*Rodrigues, Robert H.*	3	2	40	7.00	280 00		280 00		21 23	4 67	15 00			8.
9.																9.
10.																10.
11.																11.
12.																12.
13.																13.
14.																14.
15.																15.
16.																16.
17.																17.
18.																18.
19.																19.
20.																20.
21.																21.
22.																22.
23.																23.
		TOTALS														

C-US CABLE

MEMORANDUM

WEEK 2 MEMORANDUM

TO: Installation Department Payroll Clerk
FROM: Peggy Schotz, C-Us Cable Accountant
DATE: November 27, 19YY
SUBJECT: Weekly Activities

Complete the following steps in the order listed to complete the weekly payroll and generate the end-of-month reports.

1. Manually complete the payroll register for the week of November 27.

   NOTE: Because of the method Dac Easy Payroll™ uses to compute the federal withholdings and state withholdings, the accountant's clerk has partially completed the payroll register. See Dac Easy Payroll™ Appendix A for further information on the method used to calculate the withholdings. (HO 3, AS 1)

2. Use the automatic generation option to process the weekly payroll. (JS 2)

3. Print the payroll register. Check this print-out with the manual payroll register. Correct any errors that are found. (JS 3)

4. Print the payroll checks. (JS 4)

5. Print the check register. (JS 5)

6. Print the installation department report. (JS 6)

7. Post the weekly payroll. (JS 7)

8. Print the monthly report. (JS 8)

9. Close the month. (JS 9)

10. Refer to HO 6 for the next step.

PAYROLL REGISTER FOR C-US CABLE INSTALLATION DEPARTMENT

PAY PERIOD ENDING: December 7, 19 yy PAYMENT DATE: December 7,

	EMPLOYEE ID	NAME	MARITAL CODE	EXEMPTIONS	TOTAL HOURS	RATE	EARNINGS			DEDUCTIONS					NET PAY	
							REGULAR	OVERTIME	TOTAL	FICA 7.51%	FED WITH. TAX	STATE WITH. TAX	INSUR-ANCE	TOTAL		
1.	001	Chang, Won K.	3	4	46	7.50	300 00	67 50	367 50		22 82	7 99	15 00			1.
2.	002	Tyler, Sandi L.	1	1	40	7.50	300 00		300 00		36 06	6 09	15 00			2.
3.	003	Knipp, Scott S.	1	1	40	7.00	280 00		280 00		33 06	5 15	15 00			3.
4.	004	Heintz, Brett B.	3	2	43	8.25	330 00	37 14	367 14		34 30	8 21	15 00			4.
5.	005	Corbett, James W.	3	5	40	7.25	290 00		290 00		5 42	4 81	15 00			5.
6.	006	Brown, Edwin A.	1	1	41	7.50	300 00	11 25	311 25		37 75	6 66	15 00			6.
7.	007	Evans, Lauri	3	4	40	8.00	320 00		320 00		15 69	6 05	15 00			7.
8.	008	Rodrigues, Robert H.	3	2	40	7.00	280 00		280 00		21 23	4 67	15 00			8.
9.																9.
10.																10.
11.																11.
12.																12.
13.																13.
14.																14.
15.																15.
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17.																17.
18.																18.
19.																19.
20.																20.
21.																21.
22.																22.
23.																23.
		TOTALS														

M E M O R A N D U M

WEEK 3 MEMORANDUM

TO: Installation Department Payroll Clerk
FROM: Peggy Schotz, C-Us Cable Accountant
DATE: December 4, 19YY
SUBJECT: Weekly Activities

Complete the following for the weekly payroll activities.

1. Manually complete the payroll register for the week of December 4.

   NOTE: The accountant's clerk has partially completed the payroll register. (AS 2)

2. Upon examining the payroll register you will notice some employees have worked overtime for this pay period. Therefore, you must enter the employees with overtime through the data entry routine from the process option. (JS 10)

3. Print a payroll register work sheet. (JS 11)

4. Run the automatic generation for employees who worked exactly 40 hours. (JS 12)

5. Print a payroll register. Compare this print-out with the manual payroll register. Correct any errors that are found. (JS 13)

6. Print the payroll checks. (JS 14)

7. Print the check register. (JS 15)

8. Print the installation department report. (JS 16)

9. Post the weekly payroll. (JS 17)

10. Refer to HO 8 for the next step.

HO 7

PAYROLL REGISTER FOR C-US CABLE INSTALLATION DEPARTMENT

PAY PERIOD ENDING: December 14, 19 yy PAYMENT DATE: December 14,

	EMPLOYEE ID	NAME	MARITAL CODE	EXEMPTIONS	TOTAL HOURS	RATE	EARNINGS			DEDUCTIONS					NET PAY	
							REGULAR	OVERTIME	TOTAL	FICA 7.51%	FED WITH. TAX	STATE WITH. TAX	INSUR-ANCE	TOTAL		
1.	001	Chang, Won K.	3	4	43	7.50	300 00	33 75	333 75		17 75	6 61	15 00			1.
2.	002	Tyler, Sandi L.	1	1	40	7.50	300 00		300 00		36 06	6 09	15 00			2.
3.	003	Knipp, Scott S.	1	1	40	7.00	280 00		280 00		33 06	5 15	15 00			3.
4.	004	Heintz, Brett B.	3	2	40	8.25	330 00		330 00		28 73	6 69	15 00			4.
5.	005	Corbett, James W.	3	5	44	7.25	290 00	43 52	333 52		11 95	6 49	15 00			5.
6.	006	Brown, Edwin A.	1	1	40	7.50	300 00		300 00		36 06	6 09	15 00			6.
7.	007	Evans, Lauri	3	4	42	8.00	320 00	24 00	344 00		19 29	7 03	15 00			7.
8.	008	Rodrigues, Robert H.	3	2	41	7.00	280 00	10 50	290 50		22 81	5 13	15 00			8.
9.																9.
10.																10.
11.																11.
12.																12.
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18.																18.
19.																19.
20.																20.
21.																21.
22.																22.
23.																23.
		TOTALS														

27

C-US CABLE

M E M O R A N D U M

WEEK 4 MEMORANDUM

TO: Installation Department Payroll Clerk
FROM: Peggy Schotz, C-Us Cable Accountant
DATE: December 11, 19YY
SUBJECT: Weekly Activities

Complete the following for the weekly payroll activities.

1. Manually complete the payroll register for the week of December 11.

   NOTE: The accountant's clerk has partially completed the payroll register. (AS 3)

2. Upon examining the payroll register you will notice some employees have worked overtime for this pay period. Therefore, you must enter the employees with overtime through the data entry routine from the process option. (JS 18)

3. Print a payroll register work sheet. (JS 19)

4. Run the automatic generation for employees who worked exactly 40 hours. (JS 20)

5. Print a payroll register. Compare this print-out with the manual payroll register. Correct any errors that are found. (JS 21)

6. Print the payroll checks. (JS 22)

7. Print the check register. (JS 23)

8. Print the installation department report. (JS 24)

9. Post the weekly payroll. (JS 25)

10. Refer to HO 9 for the next step.

C-US CABLE

M E M O R A N D U M

WEEK 5 MEMORANDUM

TO: Installation Department Payroll Clerk
FROM: Peggy Schotz, C-Us Cable Accountant
DATE: December 18, 19YY
SUBJECT: Weekly Activities

Complete the following for the weekly payroll activities.

1. Add the new employees to the Dac Easy Payroll™ software. (JS 26)
2. Print the new employees from the installation department payroll directory. (JS 27)
3. Manually complete the payroll register for the week of December 18.

   NOTE: The accountant's clerk has partially completed the payroll register. (AS 4)
4. Upon examining the payroll register you will notice some employees have worked overtime and vacation time was used for this pay period. Therefore, you must enter the employees with overtime and those using vacation time through the data entry routine from the process option. (JS 28)
5. Print a payroll register work sheet. (JS 29)
6. Run the automatic generation for employees who worked exactly 40 hours. (JS 30)
7. Print a payroll register. Compare this print-out with the manual payroll register. Correct any errors that are found. (JS 31)
8. Print the payroll checks. (JS 32)
9. Print the check register. (JS 33)
10. Print the installation department report. (JS 34)
11. Post the weekly payroll. (JS 35)
12. Refer to HO 13 for the next step.

Employee Directory

Employee Data

No.	009							
Name	Karman, Janice A.							
Address	605 Park St.							
City	St. Louis				State	MO	Zip	63111
Phone	(314)685-9322				S.S.#	442-50-7393		
Sex	F	Marital	M	Origin				
Memo								

Dates

Birth	Hire	Raise	Review	Promotion	Termination
09/18/55	12/18/yy	06/18/yy			

Payment Information

Dept 1	INSTALLATION	Vacation:		Date 12/18/yy		Freq W
Title	Line Installer	Hrs	1.538			
		Acrd	0.000			
Pay suspended	N	Paid	0.000			
Frq(W/B/S/M)	W					
Type (H/S/C)	H	Sick Time:		Date 12/18/yy		Freq W
Amount	7.50	Hrs	0.769			
Ovt1	11.25	Acrd	0.000			
Ovt2	15.00	Paid	0.000			

Tax Information

Marital Code (1-4)	3	EIC (0-2)	0				
Exempt (Y/N) FICA	N	FUTA	N	SUTA	N		
Allowances: Federal	2	State	2				
State Tax Table No.	39	State Tax Modifications: #			0		$2400.00
City Tax Base (G/F/S)		Tax % 0.0000					
Amounts Added Fed		0.00 State			0.00	City	0.00

Earnings				Deductions			
Code	Description	Frq	Amount/Rate	Code	Description	Frq	Amount/Rate
				22	Insurance	W	15.0000

Accumulated Earnings

Description	Qtr. to Date	Yr. to Date
Gross FWH	0.00	0.00
Gross FICA	0.00	0.00
Gross FUTA	0.00	0.00
Gross SUTA	0.00	0.00
Tips	0.00	0.00
E.I.C.	0.00	0.00
Net Paid	0.00	0.00
Days Paid	0.00	0.00
Hours Paid	0.00	0.00
Ovt Hrs Paid	0.00	0.00

Accumulated Deductions

Description	Qtr. to Date	Yr. to Date
Fed W/H	0.00	0.00
FICA W/H	0.00	0.00
State W/H	0.00	0.00
City W/H	0.00	0.00
SDIF	0.00	0.00
Insurance	0.00	0.00

Accumulated Liabilities

Description	Qtr. to Date	Yr. to Date	Description	Qtr. to Date	Yr. to Date
FICA	0.00	0.00			
FUTA	0.00	0.00			
SUTA	0.00	0.00			

Employee Directory

Employee Data

No.	010						
Name	Martin, Jim D.						
Address	13556 N. 324th St.						
City	St. Louis				State	MO	Zip 63104
Phone	(314)876-4456				S.S.#	440-19-1931	
Sex	M	Marital	M	Origin			
Memo							

Dates

Birth	Hire	Raise	Review	Promotion	Termination
05/13/54	12/18/yy	06/18/yy	06/18/yy		

Payment Information

Dept	1	INSTALLATION	Vacation:		Date 12/18/yy	Freq W
Title		Line Installer	Hrs	1.538		
			Acrd	0.000		
Pay suspended	N		Paid	0.000		
Frq(W/B/S/M)	W					
Type (H/S/C)	H		Sick Time:		Date 12/18/yy	Freq W
Amount	8.25		Hrs	0.769		
Ovt1	12.38		Acrd	0.000		
Ovt2	16.50		Paid	0.000		

Tax Information

Marital Code (1-4)	3	EIC (0-2)	0				
Exempt (Y/N) FICA	N	FUTA	N	SUTA	N		
Allowances: Federal	4	State	4				
State Tax Table No.	39	State Tax Modifications: #			0		$2400.00
City Tax Base (G/F/S)		Tax % 0.0000					
Amounts Added Fed		0.00 State			0.00	City	0.00

Earnings				Deductions			
Code	Description	Frq	Amount/Rate	Code	Description	Frq	Amount/Rate
				22	Insurance	W	15.0000

Accumulated Earnings

Description	Qtr. to Date	Yr. to Date
Gross FWH	0.00	0.00
Gross FICA	0.00	0.00
Gross FUTA	0.00	0.00
Gross SUTA	0.00	0.00
Tips	0.00	0.00
E.I.C.	0.00	0.00
Net Paid	0.00	0.00
Days Paid	0.00	0.00
Hours Paid	0.00	0.00
Ovt Hrs Paid	0.00	0.00

Accumulated Deductions

Description	Qtr. to Date	Yr. to Date
Fed W/H	0.00	0.00
FICA W/H	0.00	0.00
State W/H	0.00	0.00
City W/H	0.00	0.00
SDIF	0.00	0.00
Insurance	0.00	0.00

Accumulated Liabilities

Description	Qtr. to Date	Yr. to Date
FICA	0.00	0.00
FUTA	0.00	0.00
SUTA	0.00	0.00

Description	Qtr. to Date	Yr. to Date

PAYROLL REGISTER FOR C-US CABLE INSTALLATION DEPARTMENT

PAY PERIOD ENDING: December 21, 19 yy PAYMENT DATE: December 21,

	EMPLOYEE ID	NAME	MARITAL CODE	EXEMPTIONS	TOTAL HOURS	RATE	EARNINGS			DEDUCTIONS					NET PAY	
							REGULAR	OVERTIME	TOTAL	FICA 7.51%	FED WITH. TAX	STATE WITH. TAX	INSUR-ANCE	TOTAL		
1.	001	Chang, Won K.	3	4	41	7.50	300 00	11 25	311 25		14 38	5 73	15 00			1.
2.	002	Tyler, Sandi L.	1	1	40	7.50	300 00		300 00		36 06	6 09	15 00			2.
3.	003	Knipp, Scott S.	1	1	40	7.00	280 00		280 00		33 06	5 15	15 00			3.
4.	004	Heintz, Brett B.	3	2	42	8.25	330 00	24 76	354 76		32 44	7 70	15 00			4.
5.	005	Corbett, James W.	3	5	40	7.25	290 00		290 00		5 42	4 81	15 00			5.
6.	006	Brown, Edwin A.	1	1	40	7.50	300 00		300 00		36 06	6 09	15 00			6.
7.	007	Evans, Lauri	3	4	40	8.00	320 00		320 00		15 69	6 05	15 00			7.
8.	008	Rodrigues, Robert H.	3	2	40	7.00	280 00		280 00		21 23	4 67	15 00			8.
9.	009	Karman, Janice A.	3	2	40	7.50	300 00		300 00		24 23	5 52	15 00			9.
10.	010	Martin, Jim D.	3	4	40	8.25	330 00		330 00		17 19	6 46	15 00			10.
11.																11.
12.																12.
13.																13.
14.																14.
15.																15.
16.																16.
17.																17.
18.																18.
19.																19.
20.																20.
21.																21.
22.																22.
23.																23.
		TOTALS														

37

38

* Edwin Brown used 3 hours of vacation time to accumulate 40 hours. Enter the vacation time in data entry routine of Dac Easy Payroll.™

39

PAYROLL REGISTER FOR C-US CABLE INSTALLATION DEPARTMENT

PAY PERIOD ENDING: December 29, 19 yy PAYMENT DATE: December 29,

	EMPLOYEE ID	NAME	MARITAL CODE	EXEMPTIONS	TOTAL HOURS	RATE	EARNINGS			DEDUCTIONS					NET PAY	
							REGULAR	OVERTIME	TOTAL	FICA 7.51%	FED WITH. TAX	STATE WITH. TAX	INSUR-ANCE	TOTAL		
1.	001	Chang, Won K.	3	4	40	7.50	300 00		300 00		12 69	5 30	15 00			1.
2.	002	Tyler, Sandi L.	1	1	40	7.50	300 00		300 00		36 06	6 09	15 00			2.
3.	003	Knipp, Scott S.	1	1	40	7.00	280 00		280 00		33 06	5 15	15 00			3.
4.	004	Heintz, Brett B.	3	2	40	8.25	330 00		330 00		28 73	6 69	15 00			4.
5.	005	Corbett, James W.	3	5	40	7.25	290 00		290 00		5 42	4 81	15 00			5.
6.	006	Brown, Edwin A.	1	1	40	7.50	300 00		300 00		36 06	6 09	15 00			6.
7.	007	Evans, Lauri	3	4	40	8.00	320 00		320 00		15 69	6 05	15 00			7.
8.	008	Rodrigues, Robert H.	3	2	40	7.00	280 00		280 00		21 23	4 67	15 00			8.
9.	009	Karman, Janice A.	3	2	40	7.50	300 00		300 00		24 23	5 52	15 00			9.
10.	010	Martin, Jim D.	3	4	40	8.25	330 00		330 00		17 19	6 46	15 00			10.
11.																11.
12.																12.
13.																13.
14.																14.
15.																15.
16.																16.
17.																17.
18.																18.
19.																19.
20.																20.
21.																21.
22.																22.
23.																23.
		TOTALS														

C-US CABLE

HO 13

MEMORANDUM

WEEK 6 MEMORANDUM

TO: Installation Department Payroll Clerk
FROM: Peggy Schotz, C-Us Cable Accountant
DATE: December 26, 19YY
SUBJECT: Weekly Activities

Complete the following for the weekly payroll activities.

1. Manually complete the payroll register for the week of December 26. Note: The accountant's clerk has partially completed the payroll register. (AS 5)

2. Upon examining the payroll register you will notice all employees have worked 40 hours and no employees have used sick time, vacation, or overtime. Therefore, the automatic generation option can be used to process the weekly payroll. (JS 36)

3. Print the payroll register. Check the print-out with the manual payroll register. Correct any errors that are found. (JS 37)

4. Print the payroll checks. (JS 38)

5. Print the check register. (JS 39)

6. Print the installation department report. (JS 40)

7. Post the weekly payroll. (JS 41)

8. Print the monthly report. (JS 42)

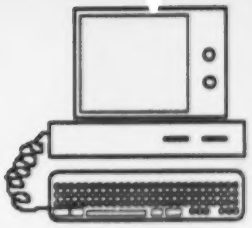
9. Close the month. (JS 43)

10. Print the quarterly report. (JS 44)

11. Close the quarter. (JS 45)

12. Print W-2 forms. (JS 46)

13. Close year. (JS 47)



JOB SHEET 1: Printing the Employee Directory (Week 1)

Directions: Complete the following steps to print a copy of the C-Us cable installation department employee directory.

Materials: Dac Easy Payroll™ data disk, printer, C-US Cable General Information (HO 1), and Week 1 Memorandum (HO 2)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.*

   The following main menu screen will appear:

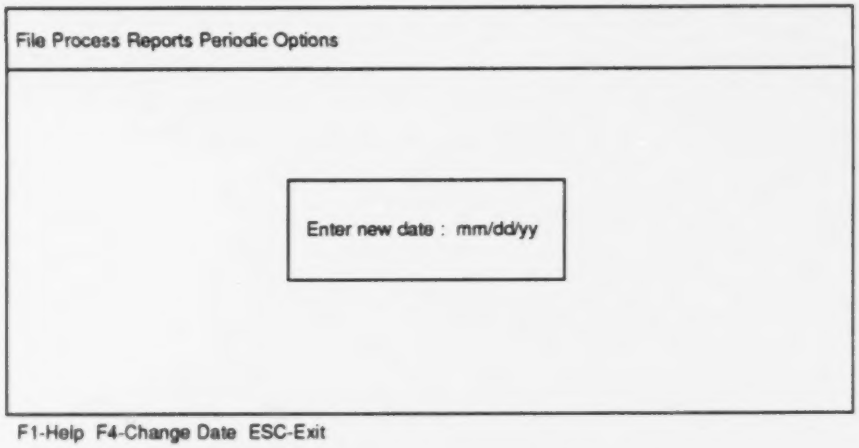
File Process Reports Periodic Options

F1-Help F4-Change Date ESC-Exit

NOTE: Change the date to reflect the last day of the week. Press the F4 function key to change the date.

* Type the student data drive location. Computers with two disk drives may use B:.

The following screen will appear:

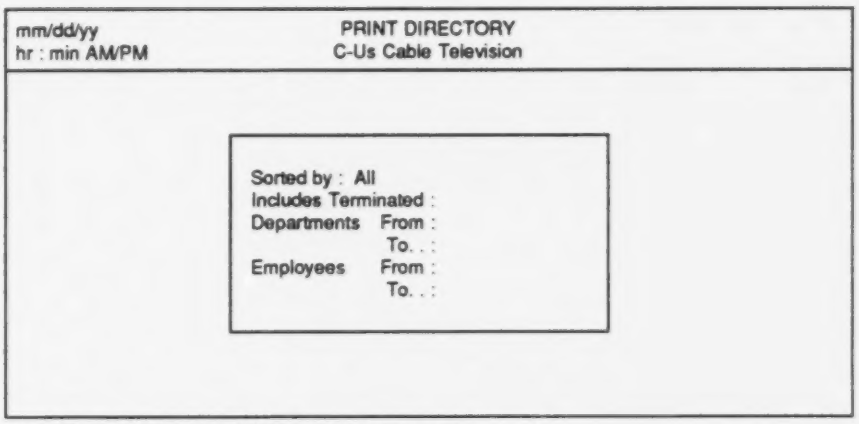


2. Key-enter the last day of the week. Type 1123yy then press ENTER.

   NOTE: Set your printer to print in compressed print.

3. From the reports menu choose option 2 (directory).

   The following screen will appear:



4. Press the return key four times to accept the default values.

   NOTE: The printer will print a directory of current employees. This process may take several minutes. BE PATIENT!

5. After the employee directory has been printed, press the ESC key to return to the main menu.

6. Refer to the Week 1 Memorandum from the company accountant (HO 2) for the next step.

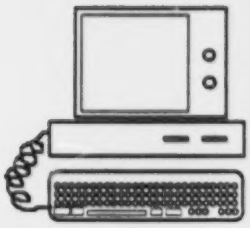
AUTOMATED ACCOUNTING
PAYROLL

ASSIGNMENT SHEET 1: Figuring the Manual Payroll Register (Week 2)

Directions: Complete the following steps to figure the manual payroll register for C-Us Cable.

Materials: Payroll Register for C-Us Cable Installation Department (HO 3), Week 2 Memorandum (HO 4), and a calculator

1. Review the payroll register for the week of November 30.
2. Calculate FICA for each employee. Multiply employee total salary by 7.51% and write the answer in the FICA column.
3. Sum the total deductions for each employee. Add FICA + fed. with. tax + state with. tax + insurance, and write the answer in the total column under the deductions heading.
4. Compute net pay for each employee. Subtract the total deductions from the total earnings for each employee and write the answer in the net pay column.
5. Sum the total for the following columns: total hours; earnings (regular, overtime, total); deductions (FICA, fed. with. tax, insurance, total); net pay. Write the answer in the totals row (bottom of the page) of the payroll register.
6. File the payroll register for future reference.
7. Refer to the Week 2 Memorandum from the company accountant (HO 4) for the next step.



AUTOMATED ACCOUNTING
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JOB SHEET 2: Processing Payroll Using the Automatic Generation Option (Week 2)

Directions: Complete the following steps to automatically process the payroll.

Materials: Dac Easy Payroll™ data disk, printer, and Week 2 Memorandum (HO 4)

NOTE: Automatic generation option works only if the payroll register includes no sick time, no vacation time, and/or no overtime.

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

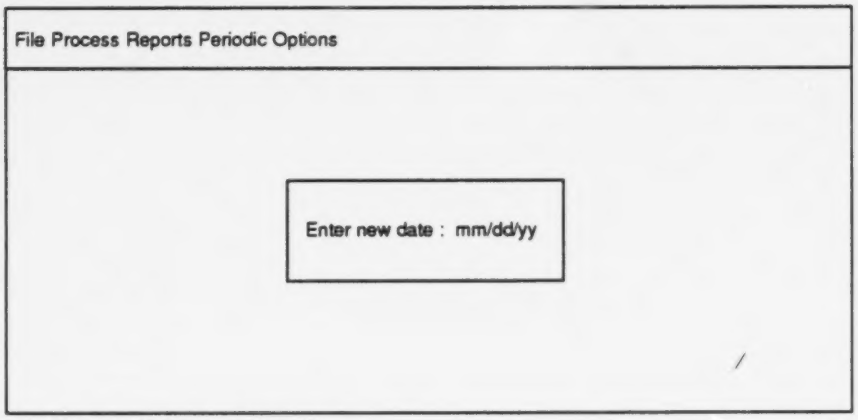
   The following screen will appear:

File Process Reports Periodic Options

F1-Help F4-Change Date ESC-Exit

NOTE: Change the date to reflect the last day of the week. Press the F4 function key to change the date.

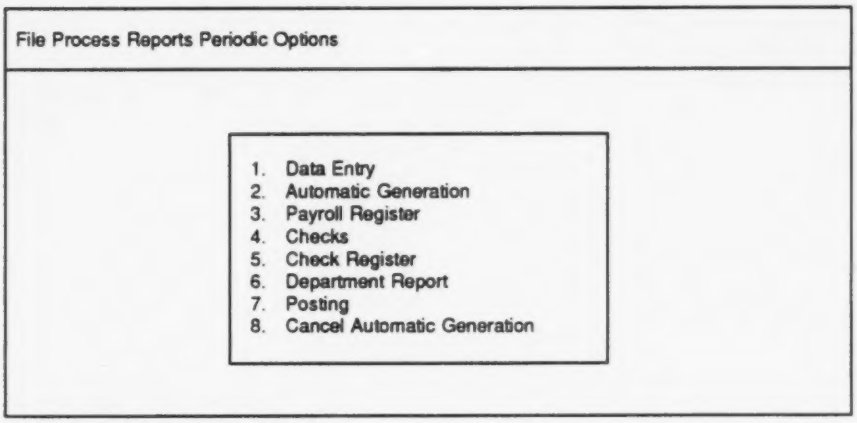
The following screen will appear:



2. Key enter the date. Type 1130yy then press ENTER.

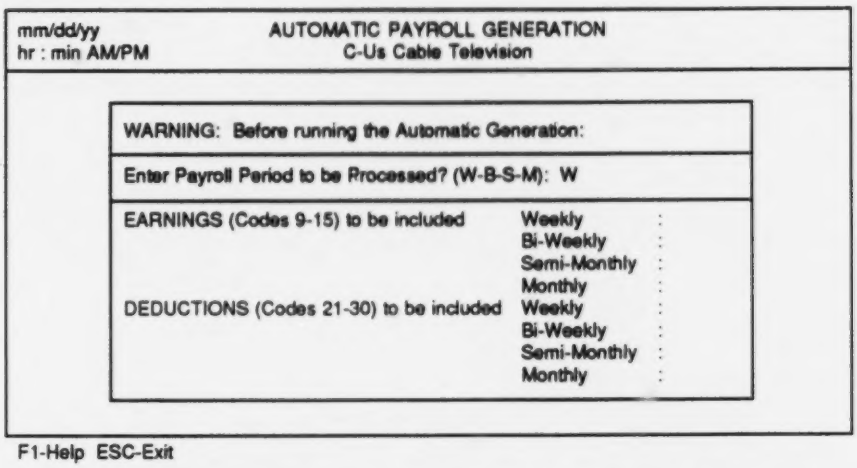
3. From the main menu choose the process option.

   The following screen will appear:



4. Choose option 2 (automatic generation).

NOTE: The following screen may appear if the default settings have been changed from weekly payroll period. If the setting is weekly, skip step 4.



5. If the payroll period is set to something other than "W", type "W" then press the ENTER key to accept weekly payroll to be processed.

6. Press the ENTER key to accept "Y" default to generate regular earnings.

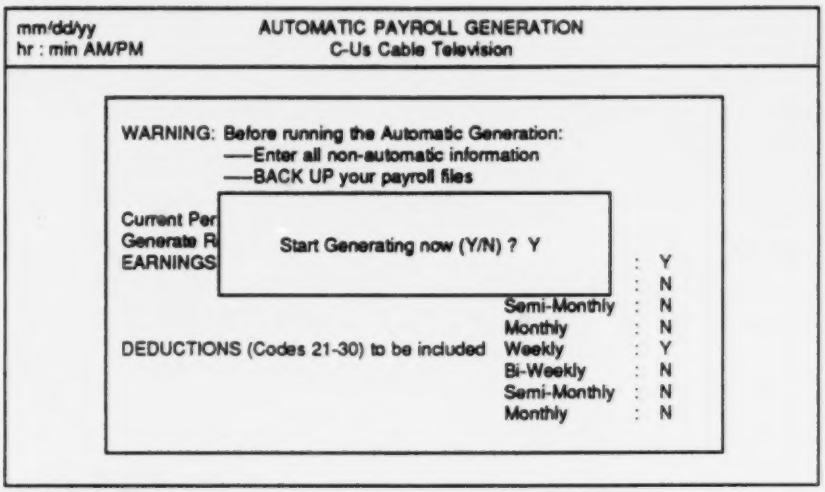
7. Change the default to include weekly earnings. Key-enter y then press ENTER.

8. Press the ENTER key three times to accept the defaults for bi-weekly, semi-monthly, and monthly earnings codes.

9. Change the default to include weekly deductions. Key-enter y then press ENTER.

10. Press the ENTER key three times to accept the defaults for bi-weekly, semi-monthly, and monthly deductions codes.

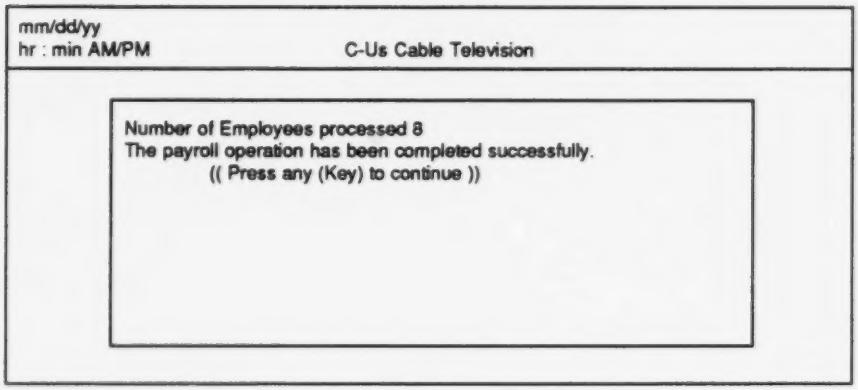
The following screen will appear:



11. Press the ENTER key to accept the default and start generating the weekly payroll.

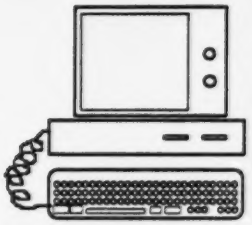
NOTE: This process may take up to three minutes. Be patient.

The following screen will appear:


mm/dd/yy
hr : min AM/PM
C-Us Cable Television
Number of Employees processed 8
The payroll operation has been completed successfully.
((Press any (Key) to continue))

12. Press any key to continue.

13. Refer to the Week 2 Memorandum from the company accountant (HO 4) for the next step.



JOB SHEET 3: Printing the Payroll Register (Week 2)

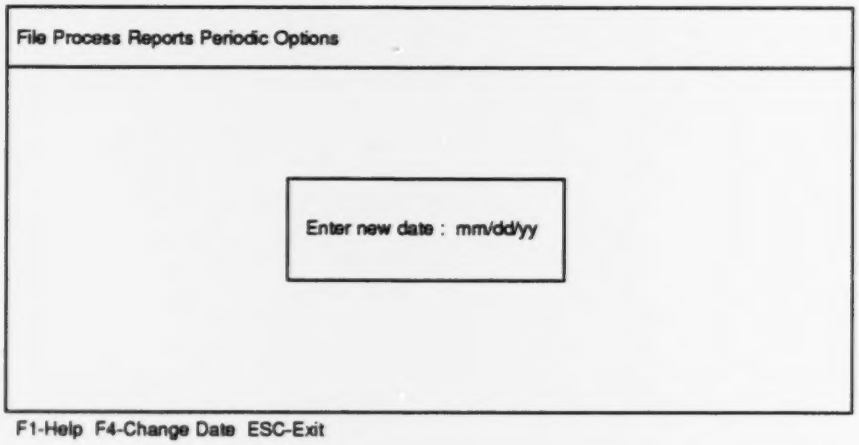
Directions: Complete the following steps to print the payroll register.

Materials: Dac Easy Payroll™ data disk, printer, and Week 2 Memorandum (HO 4)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

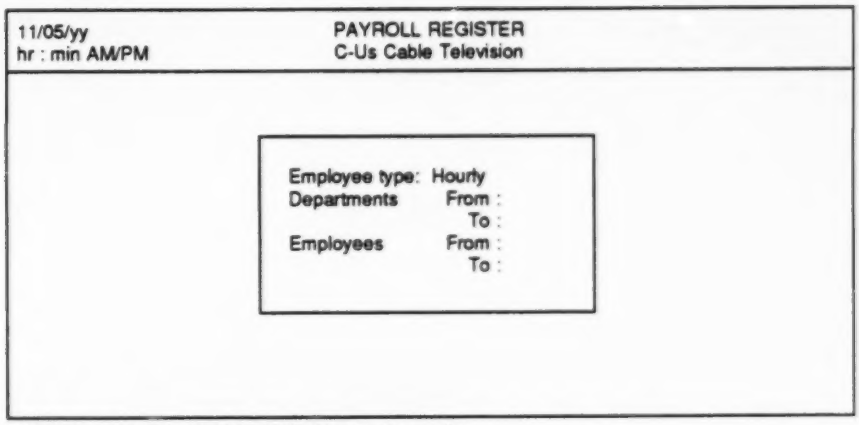
   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date.

   The following screen will appear:



2. Key-enter the date. Type 1130yy then press ENTER.
3. From the main menu choose the process option.
4. From the process menu choose option 3 (payroll register).

The following screen will appear:

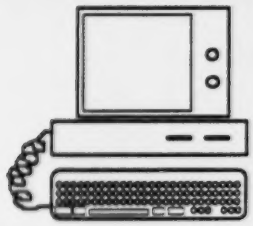


5. Press the ENTER key five times to accept the defaults and print the payroll register.

   NOTE: The computer will sort then print the payroll register.

   NOTE: Check the values on this print-out with the values on the weekly payroll register. Correct any errors that are found.

6. Refer to the Week 2 Memorandum from the company accountant (HO 4) for the next step.



JOB SHEET 4: Generating Weekly Payroll Checks (Week 2)

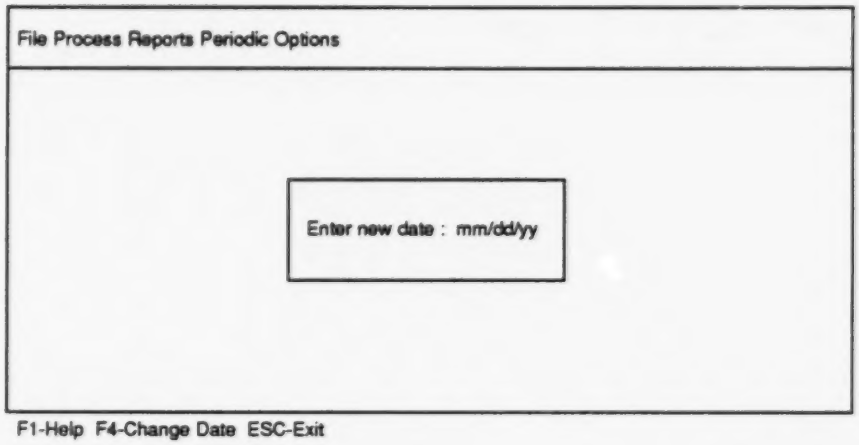
Directions: Complete the following steps to generate the weekly payroll checks for the installation department.

Materials: Dac Easy Payroll™ data disk, printer, and Week 2 Memorandum (HO 4)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

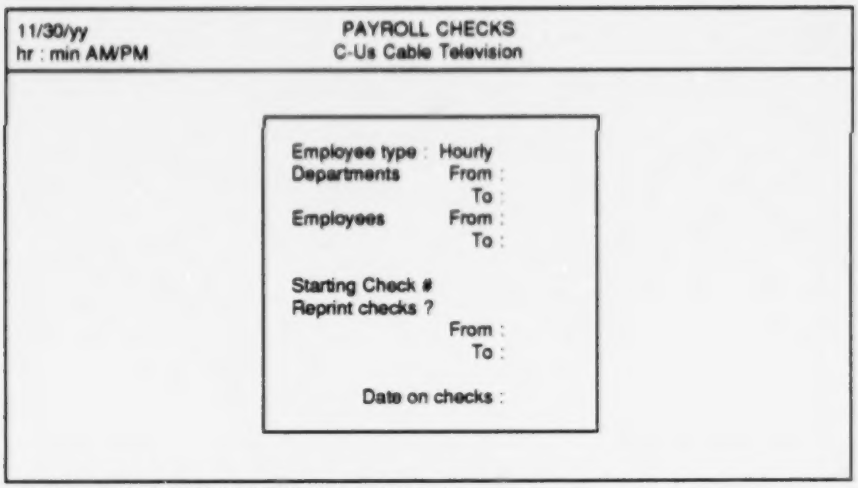
   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date.

   The following screen will appear:



2. Key-enter the date. Type 1130yy then press ENTER.
3. From the main menu choose the process option.
4. From the process menu choose option 4 (checks).

The following screen will appear:

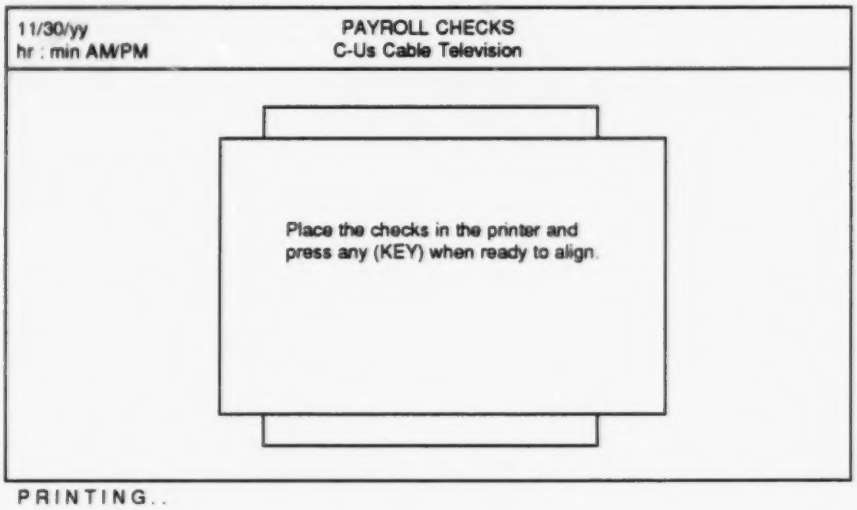


5. Press the ENTER key five times to accept the defaults.

6. Key-enter the check number. Type 1000 then press ENTER.

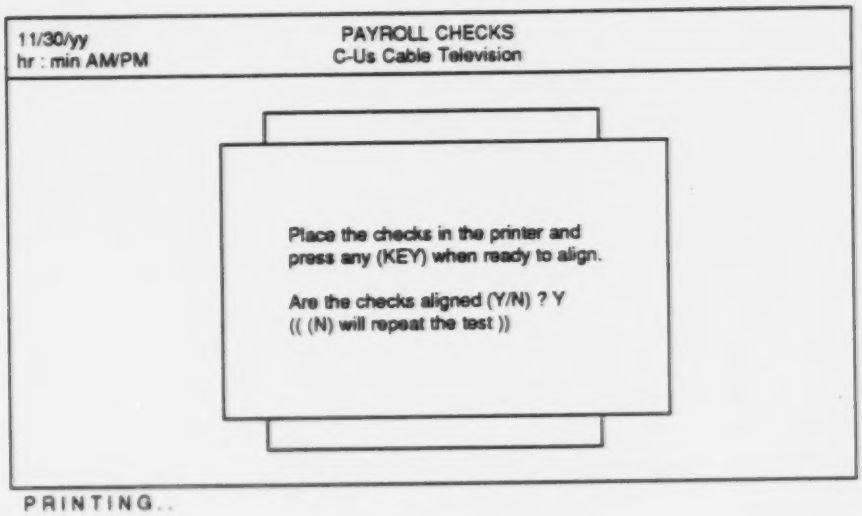
7. Press the ENTER key two times to accept the defaults.

   The following screen will appear after the employees have been sorted:



8. Press the ENTER key to accept the checks are in the printer.

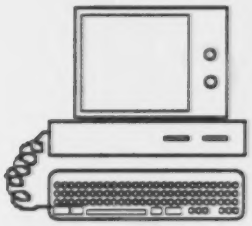
The following screen will appear:


11/30/yy
hr : min AM/PM
PAYROLL CHECKS
C-Us Cable Television
Place the checks in the printer and
press any (KEY) when ready to align.
Are the checks aligned (Y/N) ? Y
(((N) will repeat the test))
PRINTING..

9. Press the ENTER key to accept the alignment.

   The checks will print.

10. Refer to the Week 2 Memorandum from the company accountant (HO 4) for the next step.



JOB SHEET 5: Generating the Check Register (Week 2)

Directions: Complete the following steps to generate the check register.

Materials: Dac Easy Payroll™ data disk, printer, and Week 2 Memorandum (HO 4)

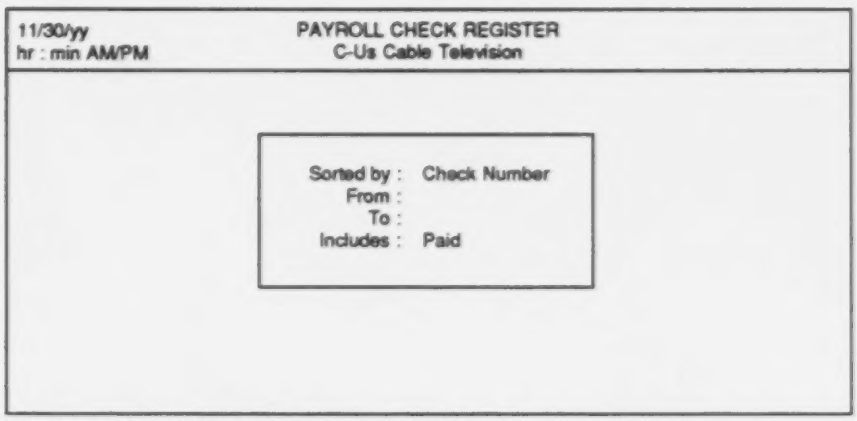
1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1130yy then press ENTER.

2. From the main menu choose the process option.

3. From the process option choose option 5 (check register).

   The following screen will appear:



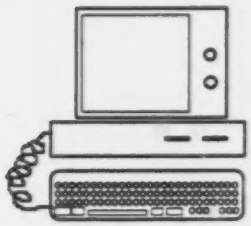
4. Press the ENTER key three times to accept the defaults.

   NOTE: After checks are printed, they are listed as unpaid until they are posted at the end of the weekly payroll process.

5. Press the space bar until cursor moves to selecting the unpaid option, then press ENTER.

   The check register will print.

6. Refer to the Week 2 Memorandum from the company accountant (HO 4) for the next step.



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JOB SHEET 6: Generating the Installation Department Report (Week 2)

Directions: Complete the following steps to generate the installation department report.

Materials: Dac Easy Payroll™ data disk, printer, and Week 2 Memorandum (HO 4)

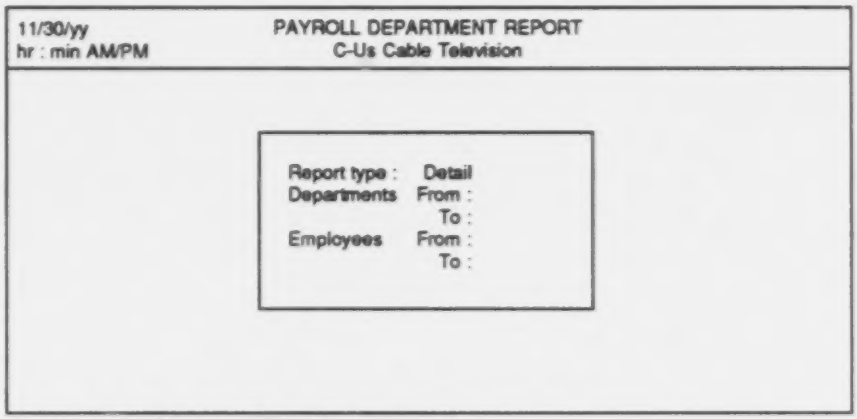
1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1130yy then press ENTER.

2. From the main menu choose the process option.

3. From the process option choose option 6 (department report).

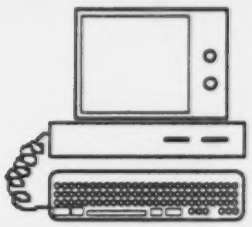
   The following screen will appear:



4. Press the ENTER key five times to accept the defaults.

   The installation department report will print.

5. Refer to the Week 2 Memorandum from the company accountant (HO 4) for the next step.



JOB SHEET 7: Completing the Posting Process (Week 2)

Directions: Complete the following steps to complete the posting process for the installation department.

Materials: Dac Easy Payroll™ data disk, printer, and Week 2 Memorandum (HO 4)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1130yy then press ENTER.

2. From the main menu choose the process option.

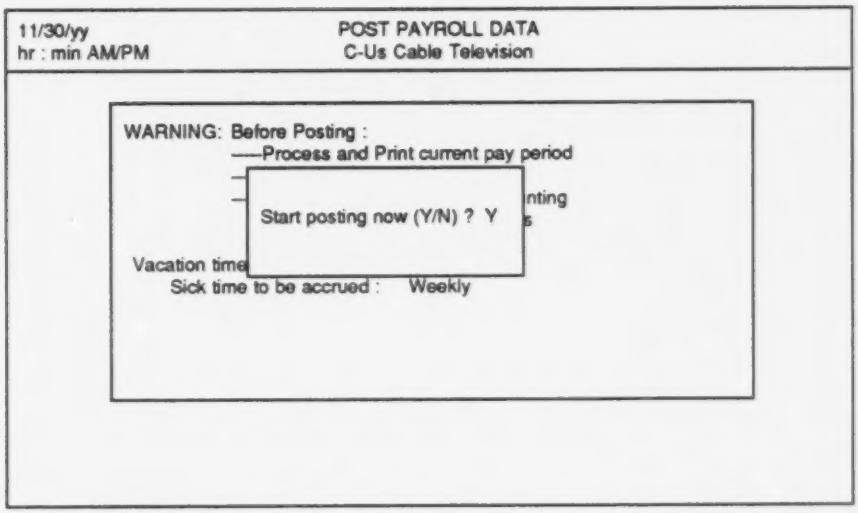
3. From the process option choose option 7 (posting).

   The following screen will appear:

```
11/30/yy                          POST PAYROLL DATA
hr : min AM/PM                    C-Us Cable Television

   WARNING: Before Posting :
            ---Process and Print current pay period
            ---BACK UP your payroll files
            ---If interfacing DAC-EASY accounting
               BACK UP your accounting files

   Vacation time to be accrued :  Weekly
        Sick time to be accrued :  Weekly

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key two times to accept the defaults.

   The following screen will appear:



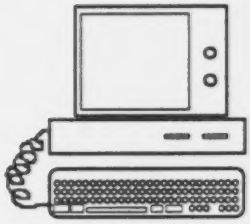
5. Press the ENTER key to start posting.

   The posting process may take several minutes. BE PATIENT.

   The posting report will print.

6. Refer to the Week 2 Memorandum from the company accountant (HO 4) for the next step.

58



JOB SHEET 8: Printing the Monthly Report (Week 2)

Directions: Complete the following steps to print the monthly report.

Materials: Dac Easy Payroll™ data disk, printer, and Week 2 Memorandum (HO 4)

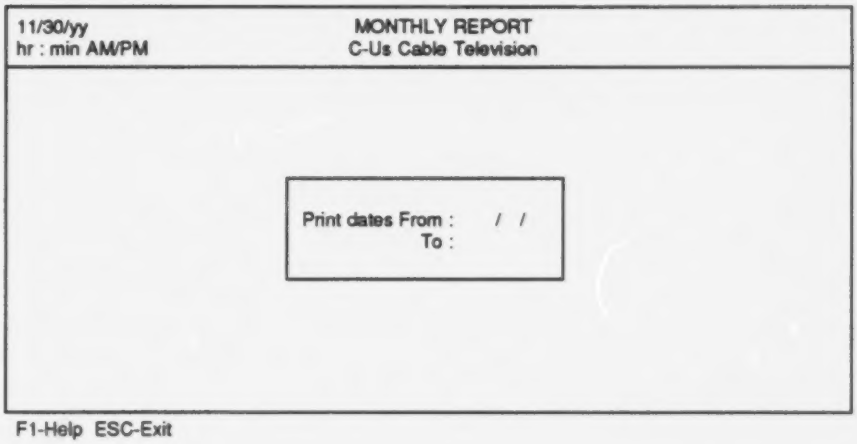
1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1130yy then press ENTER.

2. From the main menu choose the periodic option.

3. From the periodic option choose option 3 (monthly report).

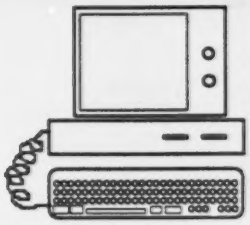
   The following screen will appear:



4. Press the ENTER key two times to accept the defaults.

   The monthly report will print.

5. Refer to the Week 2 Memorandum from the company accountant (HO 4) for the next step.



JOB SHEET 9: Closing the Month (Week 2)

Directions: Complete the following steps to close the month.

Materials: Dac Easy Payroll™ data disk, and Week 2 Memorandum (HO 4)

1. Load Dac Easy Payroll™ software. Type DEP 3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1130yy then press ENTER.

2. From the main menu choose the periodic option.

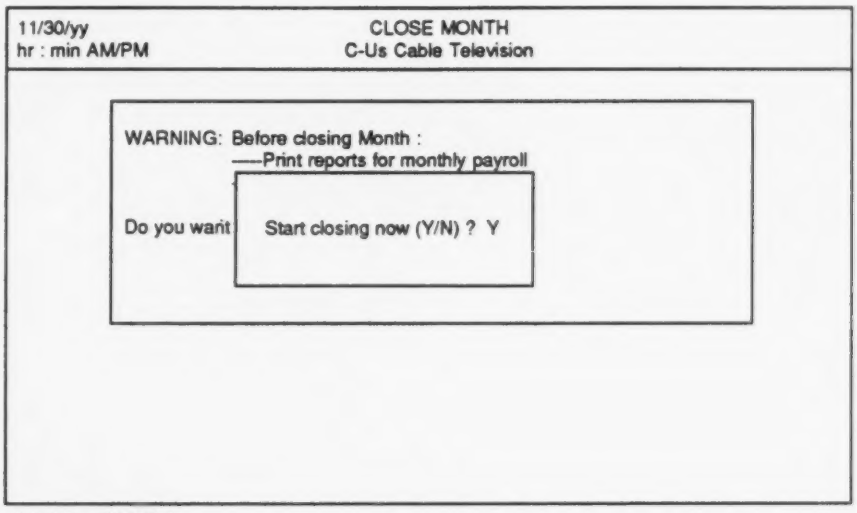
3. From the periodic menu choose option 4 (close month).

   The following screen will appear:

```
11/30/yy                          CLOSE MONTH
hr : min AM/PM                    C-Us Cable Television

        WARNING: Before closing Month :
                 ---Print reports for monthly payroll
                 ---BACK UP your payroll files

        Do you want to continue (Y/N) ? Y

F1-Help  ESC-Exit
```

4. Press the ENTER key to continue.

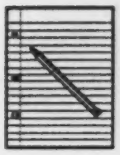
The following screen will appear:



5. Press the ENTER key to continue.

   The monthly period will close.

6. Refer to the Week 2 Memorandum from the company accountant (HO 4) for the next week's activities.

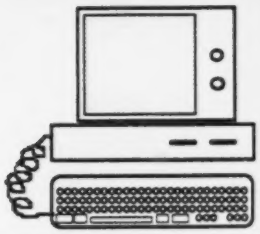


ASSIGNMENT SHEET 2: Figuring the Manual Payroll Register (Week 3)

Directions: Complete the following steps to figure the manual payroll register for C-Us Cable.

Materials: Payroll Register for C-Us Cable Installation Department (HO 5), Week 3 Memorandum (HO 6), and a calculator

1. Review the payroll register for the week of December 4.
2. Calculate FICA for each employee. Multiply employee total salary by 7.51% and write the answer in the FICA column.
3. Sum the total deductions for each employee. Add FICA + fed. with. tax + state with. tax + insurance, and write the answer in the total column under the deductions heading.
4. Compute net pay for each employee. Subtract the total deductions from the total earnings for each employee and write the answer in the net pay column.
5. Sum the total for the following columns: total hours; earnings (regular, overtime, total); deductions (FICA, fed. with. tax, insurance, total); net pay. Write the answer in the totals row (bottom of the page) of the payroll register.
6. File the payroll register for future reference.
7. Refer to the Week 3 Memorandum from the company accountant (HO 6) for the next step.



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JOB SHEET 10: Using Data Entry for Employees Working Overtime (Week 3)

Directions: Complete the following steps to use data entry for employees working overtime.

Materials: Dac Easy Payroll™ data disk, printer, completed manual payroll register for the week of December 4 (Assignment Sheet 2), and Week 3 Memorandum (HO 6)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: It is necessary to change the date to reflect the last day of the week. Press the F4 function key to change the date. Key-enter the date. Type 1207yy then press ENTER.

2. From the main menu choose the process option.

3. From the process option choose option 1 (data entry).

   The following screen will appear:

p. # Name Dept

Dept Code	Description	Tax Base Fed	State	Number	Current Period : Rate or %	Amount

Enter Payroll Period to be Processed ? (W-B-S-M) : W

Total Earnings :
Total Hrs worked :
3 Total Deductions :
3 Total Liabilities :

4. Press the ENTER key to continue to accept the default W (weekly pay period).

The following screen will appear:

p. # Name Dept

Dept Code	Description	Tax Base Fed State	Number	Current Period : Rate or %	Weekly Amount

Total Earnings :
Total Hrs worked :
3 Total Deductions :
3 Total Liabilities :

F1-Help EXC-Exit

5. From the completed manual payroll register determine the first employee who worked overtime. Key-enter the employee number. Type 001 then press ENTER.

   NOTE: The name and department information is inserted automatically. Check to verify that the name matches the name entered on the manual payroll register.

6. Key-enter the department number. Refer to the department number on the top line of the screen. Type 1 then press ENTER.

   NOTE: Entering overtime is a two step process. First, the regular 40 hours will be entered, then the overtime hours will be entered.

7. Key-enter the code. Code 2 is for hourly employees. Type 2 then press ENTER.

The following screen will appear:

p. # 001 Name Chang, Won K. Dept 1 INSTALLATION

Dept	Code	Description	Tax Base Fed	Tax Base State	Number	Current Period : Rate or %	Weekly Amount
1	2	Hourly	T	T		7.5000	

Total Earnings :	0.00	3 Total Deductions :	0.00
Total Hrs worked :	0.000	3 Total Liabilities :	0.00

F1-Help F6-Delete F10-Process Alt D-Line

8. Press the ENTER key three times to accept the default values for the description and tax base information.

9. Key-enter the regular hours worked by employee 001 (Chang, Won K.). Type 40 then press ENTER.

   NOTE: The regular rate and amount are automatically entered.

10. Press the ENTER key two times to accept the defaults.

    NOTE: The cursor moves down one line. This line will contain the overtime information.

11. Key-enter the department number. Type 1 then press ENTER.

12. Key-enter the code for overtime hours. Type 3 then press ENTER.

13. Press the ENTER key 3 times to accept the default values.

14. Key-enter the number of hours over 40 worked by employee 001 (Chang, Won K.). Type 6 then press ENTER.

The following screen will appear:

p. # 001 Name Chang, Won K. Dept 1 INSTALLATION

Dept	Code	Description	Tax Base Fed	Tax Base State	Number	Current Period : Rate or %	Weekly Amount
1	2	Hourly	T	T	40.000	7.5000	300.00
1	3	Overtime #1	T	T	6.000	11.2500	67.50

Total Earnings :	367.50	3 Total Deductions :	0.00
Total Hrs worked :	40.000	3 Total Liabilities :	0.00

F1-Help F6-Delete F10-Process Alt D-Line

15. Press the F10 function key to process this employee's payroll.

16. Complete the same procedure for the second and third employees working overtime.

NOTE: The following is a summary of the steps required to enter the employees who worked overtime in the data entry routine:

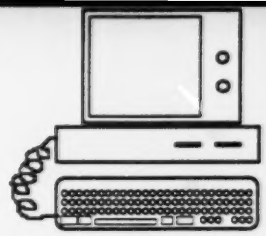
Emp. # - Determine from the manual payroll register

Line 1:
- Dept = 1
- Code = 2
- Number = 40 hours
- Press ENTER 2 times

Line 2:
- Dept = 1
- Code = 3
- Number = hours over 40
- Press F10 function key to process

17. After key-entering the last employee working overtime, press the ESC key to return to the process options.

18. Refer to the Week 3 Memorandum from the company accountant (HO 6) for the next step.



JOB SHEET 11: Printing the Payroll Register Work Sheet (Week 3)

Directions: Complete the following steps to print the payroll register.

Materials: Dac Easy Payroll™ data disk, printer, and Week 3 Memorandum (HO 6)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1207yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 3 (payroll register).

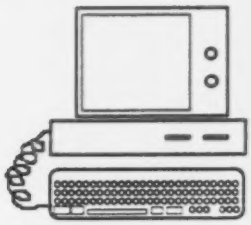
   The following screen will appear:

```
12/07/yy                    PAYROLL REGISTER
hr : min AM/PM              C-Us Cable Television

        Employee type:  Hourly
        Departments     From :
                          To :
        Employees       From :
                          To :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key five times to accept the defaults and print the payroll register.

   NOTE: The computer will sort then print the payroll register.

5. Refer to the Week 3 Memorandum from the company accountant (HO 6) for the next step.



AUTOMATED ACCOUNTING
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JOB SHEET 12: Processing Payroll (Week 3)

Directions: Complete the following steps to automatically process the payroll.

Materials: Dac Easy Payroll™ data disk, printer, and Week 3 Memorandum (HO 6)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1207yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 2 (automatic generation).

   The following screen will appear:

```
12/07/yy                    AUTOMATIC PAYROLL GENERATION
hr : min AM/PM                    C-Us Cable Television

   WARNING: Before running the Automatic Generation:
            ---Enter all non-automatic information
            ---BACK UP your payroll files

   Current Period : Weekly
   Generate Regular Earnings (Y/N) ? Y
   EARNINGS (Codes 9-15) to be included     Weekly       : N
                                            Bi-Weekly    : N
                                            Semi-Monthly : N
                                            Monthly      : N
   DEDUCTIONS (Codes 21-30) to be included  Weekly       : N
                                            Bi-Weekly    : N
                                            Semi-Monthly : N
                                            Monthly      : N

F1-Help  ESC-Exit
```

4. Press the ENTER key to accept "Y" default to generate regular earnings.

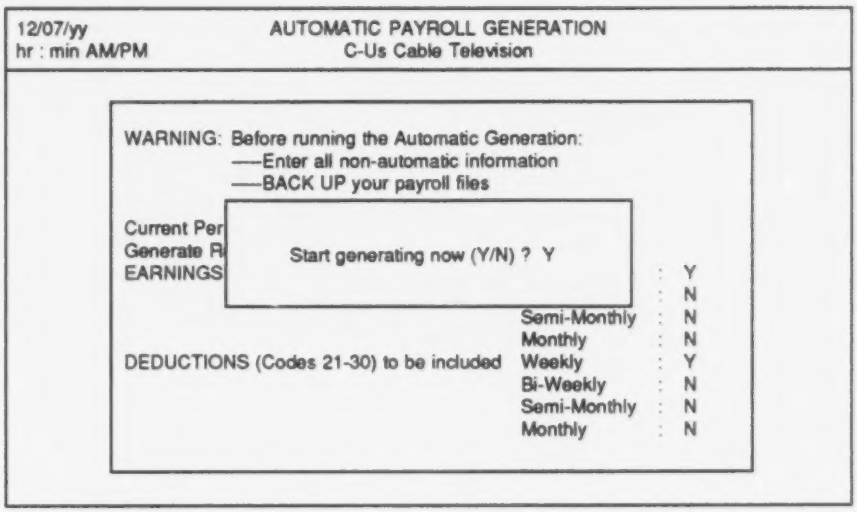
5. Change the default to include weekly earnings. Key-enter y then press ENTER.

6. Press the ENTER key three times to accept the defaults for bi-weekly, semi-monthly, and monthly earnings codes.

7. Change the default to include weekly deductions. Key-enter y then press ENTER.

8. Press the ENTER key three times to accept the defaults for bi-weekly, semi-monthly, and monthly deductions codes.

   The following screen will appear:

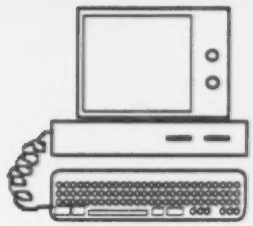


9. Press the ENTER key to accept the default and start generating the weekly payroll.

   NOTE: This process may take up to three minutes. Be patient.

10. After completion press any key to return to the process menu.

11. Refer to the Week 3 Memorandum from the company accountant (HO 6) for the next step.



JOB SHEET 13: Printing the Payroll Register (Week 3)

Directions: Complete the following steps to print the payroll register.

Materials: Dac Easy Payroll™ data disk, printer, and Week 3 Memorandum (HO 6)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1207yy then press ENTER.

   NOTE: This payroll register will differ from the previous payroll register work sheet (Job Sheet 11) in that it will show all employees, not just the employees entered in the data entry routine.

2. From the main menu choose the process option.

3. From the process menu choose option 3 (payroll register).

   The following screen will appear:

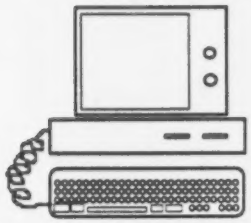
```
12/07/yy                          PAYROLL REGISTER
hr : min AM/PM                    C-Us Cable Television

        Employee type:  Hourly
        Departments     From :
                          To :
        Employees       From :
                          To :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key five times to accept the defaults and print the payroll register.

   NOTE: The computer will sort, then print the payroll register.

NOTE: Check the values on this print-out with the values on the manual payroll register. Correct any errors that are found.

5. Refer to the Week 3 Memorandum from the company accountant (HO 6) for the next step.



JOB SHEET 14: Generating Weekly Payroll Checks (Week 3)

Directions: Complete the following steps to generate the weekly payroll checks for the installation department.

Materials: Dac Easy Payroll™ data disk, printer, and Week 3 Memorandum (HO 6)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter 1207yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 4 (checks).

   The following screen will appear:

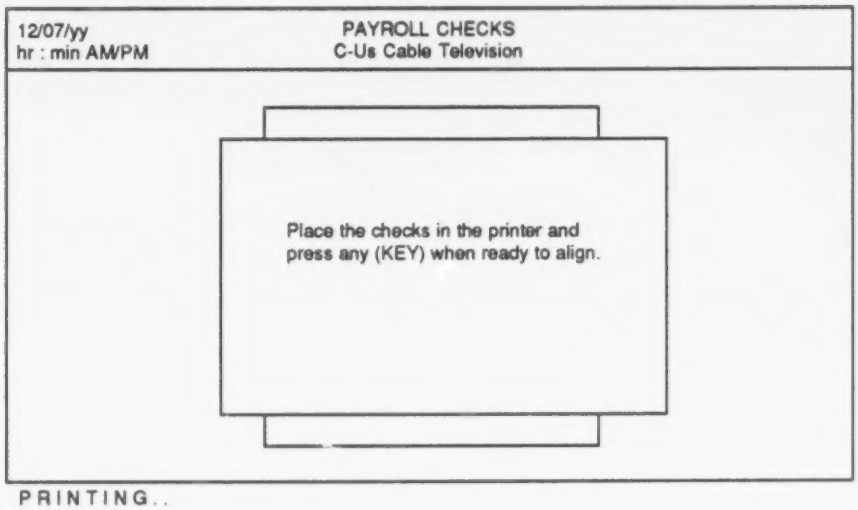
```
12/07/yy                          PAYROLL CHECKS
hr : min AM/PM                    C-Us Cable Television

                    Employee type : Hourly
                    Departments     From :
                                      To :
                    Employees       From :
                                      To :

                    Starting Check #
                    Reprint checks ?
                                    From :
                                      To :

                          Date on checks :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key five times to accept the defaults.

5. Key-enter the check number. Type 1009 then press ENTER.

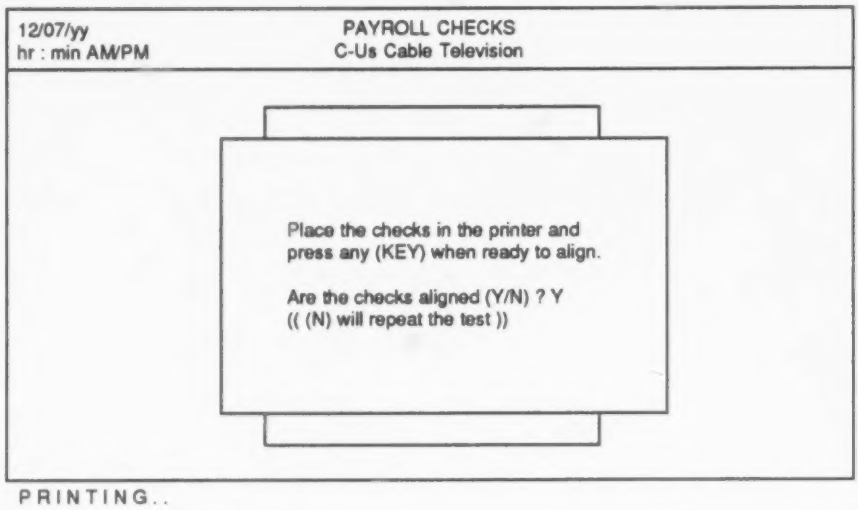
6. Press the ENTER key two times to accept the defaults.

The following screen will appear after the employees have been sorted:



7. Press the ENTER key to accept the checks are in the printer.

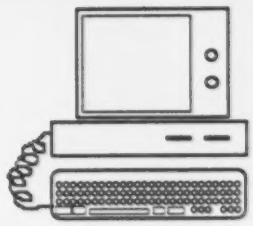
   The following screen will appear.


12/07/yy
hr : min AM/PM
PAYROLL CHECKS
C-Us Cable Television
Place the checks in the printer and
press any (KEY) when ready to align.
Are the checks aligned (Y/N) ? Y
(((N) will repeat the test))
PRINTING..

8. Press the ENTER key to accept the alignment.

   The checks will print.

9. Refer to the Week 3 Memorandum from the company accountant (HO 6) for the next step.



JOB SHEET 15: Printing the Check Register (Week 3)

Directions: Complete the following steps to print the check register.

Materials: Dac Easy Payroll™ data disk, printer, and Week 3 Memorandum (HO 6)

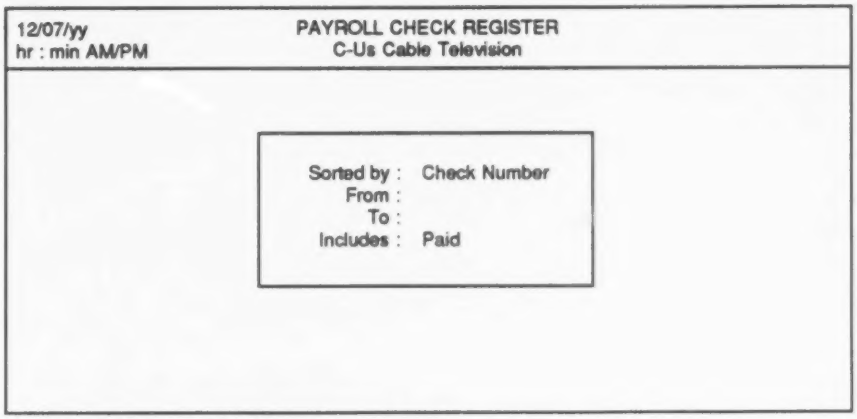
1. Load Dac Easy Payroll™ software. Type DEP 3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1207yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 5 (check register).

   The following screen will appear:



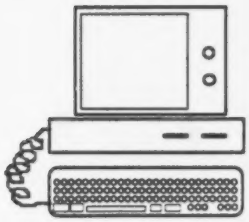
4. Press the ENTER key three times to accept the defaults.

   NOTE: After checks are printed, they are listed as unpaid until they are posted at the end of the weekly payroll process.

5. Press the space bar until the unpaid option is selected, then press ENTER.

   The check register will print.

6. Refer to the Week 3 Memorandum from the company accountant (HO 6) for the next step.



JOB SHEET 16: Generating the Installation Department Report (Week 3)

Directions: Complete the following steps to generate the installation department report.

Materials: Dac Easy Payroll™ data disk, printer, and Week 3 Memorandum (HO 6)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1207yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 6 (department report).

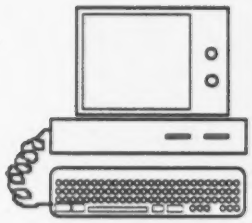
   The following screen will appear:

```
12/07/yy                    PAYROLL DEPARTMENT REPORT
hr : min AM/PM              C-Us Cable Television

        Report type :   Detail
        Departments     From :
                        To :
        Employees       From :
                        To :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key five times to accept the defaults.

   The installation department report will print.

5. Refer to the Week 3 Memorandum from the company accountant (HO 6) for the next step.



JOB SHEET 17: Completing the Posting Process (Week 3)

Directions: Complete the following steps to complete the posting process for the installation department.

Materials: Dac Easy Payroll™ data disk, printer, Week 3 Memorandum (HO 6), and Week 4 Memorandum (HO 8)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1207yy then press ENTER.

2. From the main menu choose the process option.

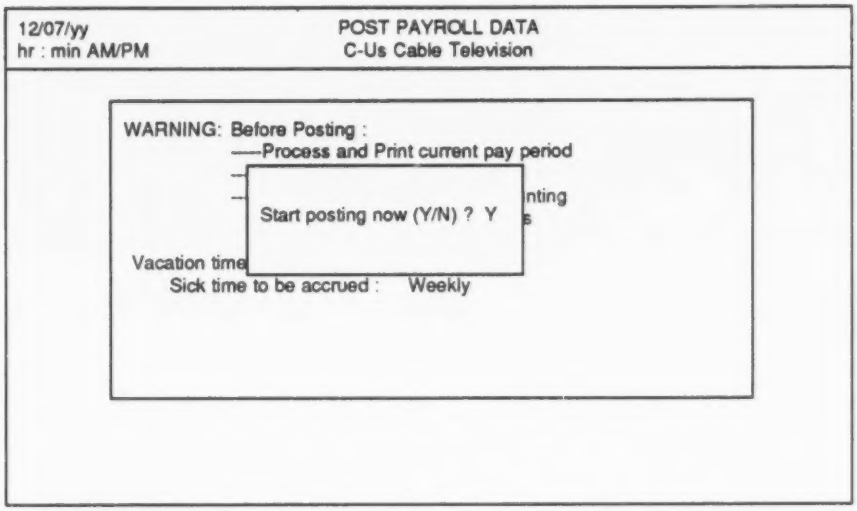
3. From the process menu choose option 7 (posting).

   The following screen will appear:

```
12/07/yy                          POST PAYROLL DATA
hr : min AM/PM                    C-Us Cable Television

   WARNING: Before Posting :
            ----Process and Print current pay period
            ----BACK UP your payroll files
            ----If interfacing DAC-EASY accounting
                 BACK UP your accounting files

   Vacation time to be accrued :   Weekly
        Sick time to be accrued :   Weekly

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key two times to accept the defaults.

   The following screen will appear:



5. Press the ENTER key to start posting.

   The posting process may take several minutes. BE PATIENT.

   The posting report will print.

6. Refer to the Week 3 Memorandum from the company accountant (HO 6) for the next step.

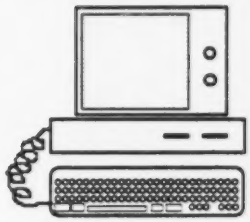
77

ASSIGNMENT SHEET 3: Figuring the Manual Payroll Register (Week 4)

Directions: Complete the following steps to figure the manual payroll register for C-Us Cable.

Materials: Payroll Register for C-Us Cable Installation Department (HO 7), Week 4 Memorandum (HO 8), and a calculator

1. Review the payroll register for the week of December 11.
2. Calculate FICA for each employee. Multiply employee total salary by 7.51% and write the answer in the FICA column.
3. Sum the total deductions for each employee. Add FICA + fed. with. tax + state with. tax + insurance, and write the answer in the total column under the deductions heading.
4. Compute net pay for each employee. Subtract the total deductions from the total earnings for each employee and write the answer in the net pay column.
5. Sum the total for the following columns: total hours; earnings (regular, overtime, total); deductions (FICA, fed. with. tax, insurance, total); net pay. Write the answer in the totals row (bottom of the page) of the payroll register.
6. File the payroll register for future reference.
7. Refer to the Week 4 Memorandum from the company accountant (HO 8) for the next step.



JOB SHEET 18: Using Data Entry for Employees Working Overtime (Week 4)

Directions: Complete the following steps to use data entry for employees working overtime.

Materials: Dac Easy Payroll™ data disk, printer, completed manual payroll register for the week of December 11 (Assignment Sheet 3), and Week 4 Memorandum (HO 8)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: It is necessary to change the date to reflect the last day of the week. Press the F4 function key to change the date. Key-enter the date. Type 1214yy then press ENTER.

2. From the main menu choose the process option.

3. From the process option choose option 1 (data entry).

   The following screen will appear:

p. # Name Dept

Dept Code	Description	Tax Base Fed	State	Number	Current Period : Rate or %	Amount

Enter Payroll Period to be Processed ? (W-B-S-M) : W

Total Earnings :	Total Deductions :
Total Hrs worked :	Total Liabilities :

4. Press the ENTER key to continue to accept the default W (weekly pay period).

   The following screen will appear:

p. # Name Dept

Dept Code	Description	Tax Base Fed	State	Number	Current Period : Rate or %	Weekly Amount

Total Earnings : Total Hrs worked :	Total Deductions : Total Liabilities :

F1-Help ESC-Exit

5. From the completed manual payroll register determine the first employee who worked overtime. Key-enter the employee number. Type 001 then press ENTER.

   NOTE: The name and department information is inserted automatically. Check to verify that the name matches the name entered on the manual payroll register.

6. Key-enter the department number. Refer to the department number on the top line of the screen. Type 1 then press ENTER.

   NOTE: Entering overtime is a two step process. First, the regular 40 hours will be entered, then the overtime hours will be entered.

7. Key-enter the code. Code 2 is for hourly employees. Type 2 then press ENTER.

The following screen will appear:

p. # 001 Name Chang, Won K. Dept 1 INSTALLATION

Dept	Code	Description	Tax Base Fed	Tax Base State	Number	Current Period : Rate or %	Weekly Amount
1	2	Hourly	T	T		7.5000	

Total Earnings :	0.00	Total Deductions :	0.00
Total Hrs worked :	0.000	Total Liabilities :	0.00

F1-Help F6-Delete F10-Process Alt D-Line

8. Press the ENTER key three times to accept the default values for the description and tax base information.

9. Key-enter the regular hours worked by employee 001 (Chang, Won K.). Type 40 then press ENTER.

   NOTE: The regular rate and amount are automatically entered.

10. Press the ENTER key two times to accept the defaults.

    NOTE: The cursor moves down one line. This line will contain the overtime information.

11. Key-enter the department number. Type 1 then press ENTER.

12. Key-enter the code for overtime hours. Type 3 then press ENTER.

13. Press the ENTER key 3 times to accept the default values.

14. Key-enter the number of hours over 40 worked by employee 001 (Chang, Won K.). Type 3 then press ENTER.

The following screen will appear:

p. # 001 Name Chang, Won K. Dept 1 INSTALLATION

Dept	Code	Description	Tax Base Fed	Tax Base State	Number	Current Period : Rate or %	Weekly Amount
1	2	Hourly	T	T	40.000	7.5000	300.00
1	3	Overtime #1	T	T	3.000	11.2500	33.75

Total Earnings :	333.75	Total Deductions :	0.00
Total Hrs worked :	40.000	Total Liabilities :	0.00

F1-Help F6-Delete F10-Process Alt D-Line

15. Press the F10 function key to process this employee's payroll.

16. Complete the same procedure for the second and third employees working overtime.

NOTE: The following is a summary of the steps required to enter the employees who worked overtime in the data entry routine:

Emp. # - Determine from the manual payroll register

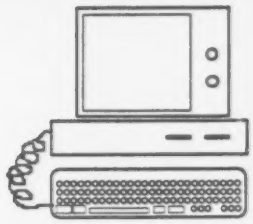
Line 1:
- Dept = 1
- Code = 2
- Number = 40 hours
- Press ENTER 2 times

Line 2:
- Dept = 1
- Code = 3
- Number = hours over 40
- Press F10 function key to process

17. After key-entering the last employee working overtime, press the ESC key to return to the process options.

18. Refer to the Week 4 Memorandum from the company accountant (HO 8) for the next step.

82



AUTOMATED ACCOUNTING
PAYROLL

JOB SHEET 19: Printing the Payroll Register Work Sheet (Week 4)

Directions: Complete the following steps to print the payroll register work sheet.

Materials: Dac Easy Payroll™ data disk, printer, and Week 4 Memorandum (HO 8)

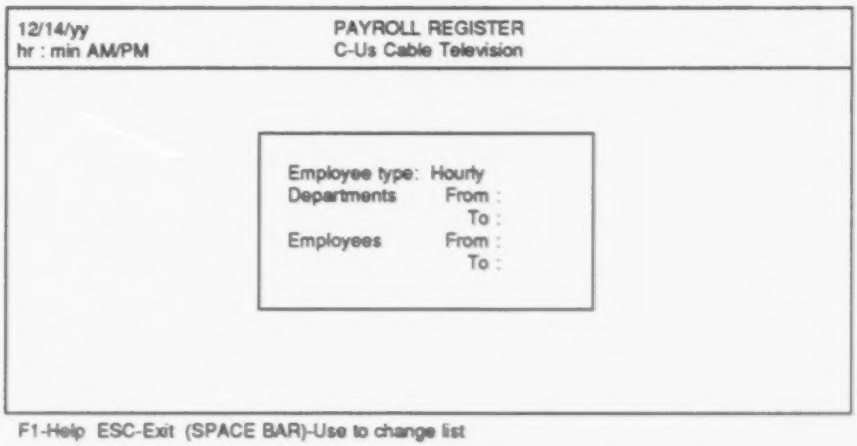
1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1214yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 3 (payroll register).

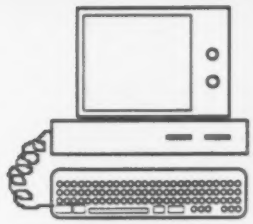
   The following screen will appear:



4. Press the ENTER key five times to accept the defaults and print the payroll register.

   NOTE: The computer will sort then print the payroll register.

5. Refer to the Week 4 Memorandum from the company accountant (HO 8) for the next step.



AUTOMATED ACCOUNTING
PAYROLL

JOB SHEET 20: Processing Payroll (Week 4)

Directions: Complete the following steps to automatically process the payroll.

Materials: Dac Easy Payroll™ data disk, printer, and Week 4 Memorandum (HO 8)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 function key to change the date. Key-enter the date. Type 1214yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 2 (automatic generation).

   The following screen will appear:

12/14/yy
hr : min AM/PM

AUTOMATIC PAYROLL GENERATION
C-Us Cable Television

WARNING: Before running the Automatic Generation:
—Enter all non-automatic information
—BACK UP your payroll files

Current Period : Weekly
Generate Regular Earnings (Y/N) ? Y

EARNINGS (Codes 9-15) to be included	Weekly	: N
	Bi-Weekly	: N
	Semi-Monthly	: N
	Monthly	: N
DEDUCTIONS (Codes 21-30) to be included	Weekly	: N
	Bi-Weekly	: N
	Semi-Monthly	: N
	Monthly	: N

F1-Help ESC-Exit

4. Press the ENTER key to accept "Y" default to generate regular earnings.

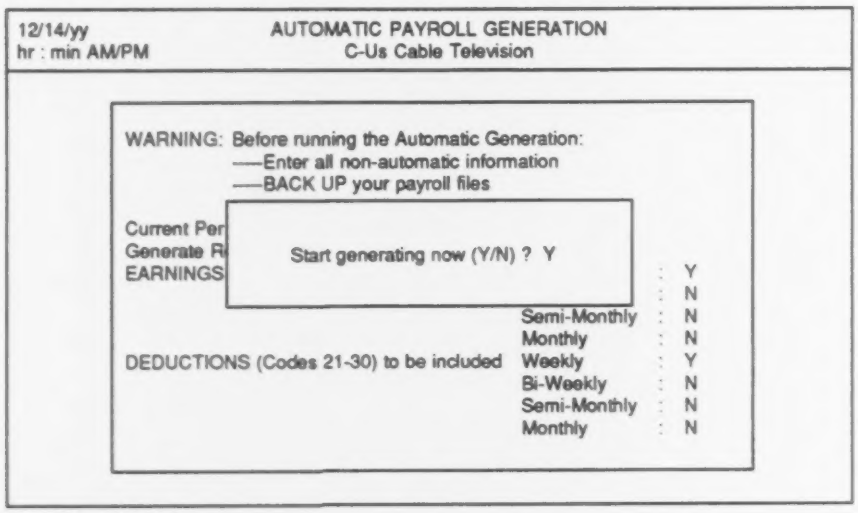
5. Change the default to include weekly earnings. Key-enter y then press ENTER.

6. Press the ENTER key three times to accept the defaults for bi-weekly, semi-monthly, and monthly earnings codes.

7. Change the default to include weekly deductions. Key-enter y then press ENTER.

8. Press the ENTER key three times to accept the defaults for bi-weekly, semi-monthly, and monthly deductions codes.

   The following screen will appear:

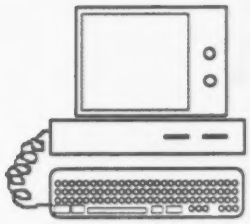


9. Press the ENTER key to accept the default and start generating the weekly payroll.

   NOTE: This process may take up to three minutes. Be patient.

10. After completion press any key to return to the process menu.

11. Refer to the Week 4 Memorandum from the company accountant (HO 8) for the next step.



AUTOMATED ACCOUNTING
PAYROLL

JOB SHEET 21: Printing the Payroll Register (Week 4)

Directions: Complete the following steps to print the payroll register.

Materials: Dac Easy Payroll™ data disk, printer, and Week 4 Memorandum (HO 8)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1214yy then press ENTER.

   NOTE: This payroll register will differ from the previous payroll register work sheet (Job Sheet 19) in that it will show all employees, not just the employees entered in the data entry routine.

2. From the main menu choose the process option.

3. From the process menu choose option 3 (payroll register).

   The following screen will appear:

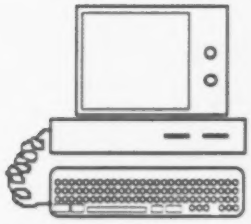
```
12/14/yy                          PAYROLL REGISTER
hr : min AM/PM                    C-Us Cable Television

        Employee type: Hourly
        Departments    From :
                         To :
        Employees      From :
                         To :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key five times to accept the defaults and print the payroll register.

   NOTE: The computer will sort, then print the payroll register.

   NOTE: Check the values on this print-out with the values on the manual payroll register. Correct any errors which are found.

5. Refer to the Week 4 Memorandum from the company accountant (HO 8) for the next step.



JOB SHEET 22: Generating Weekly Payroll Checks (Week 4)

Directions: Complete the following steps to generate the weekly payroll checks for the installation department.

Materials: Dac Easy Payroll™ data disk, printer, and Week 4 Memorandum (HO 8)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter 1214yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 4 (checks).

   The following screen will appear:

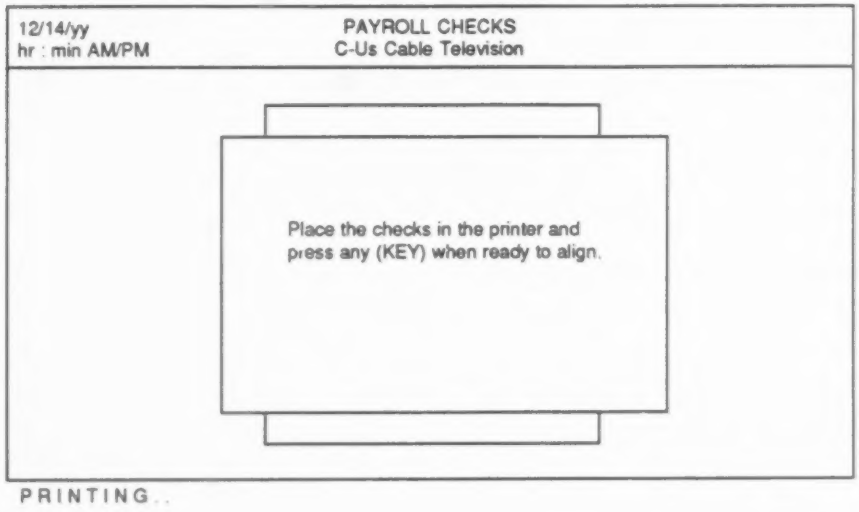
```
12/14/yy                          PAYROLL CHECKS
hr : min AM/PM                    C-Us Cable Television

        Employee type : Hourly
        Departments     From :
                          To :
        Employees       From :
                          To :

        Starting Check #
        Reprint checks ?
                        From :
                          To :

                Date on checks :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key five times to accept the defaults.

5. Key-enter the check number. Type 1018 then press ENTER.

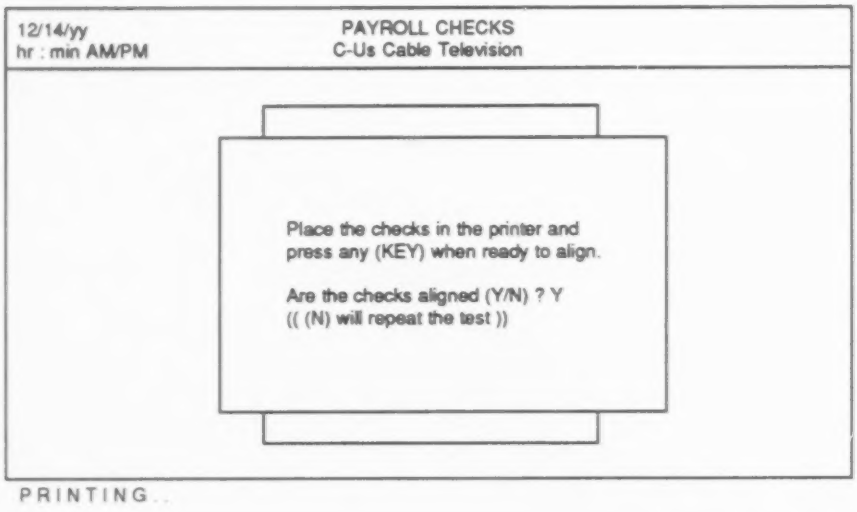
6. Press the ENTER key two times to accept the defaults.

   The following screen will appear after the employees have been sorted:



7. Press the ENTER key to accept the checks are in the printer.

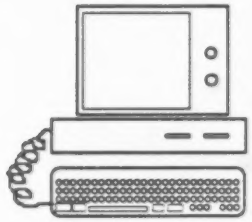
   The following screen will appear:


12/14/yy
hr : min AM/PM
PAYROLL CHECKS
C-Us Cable Television
Place the checks in the printer and
press any (KEY) when ready to align.
Are the checks aligned (Y/N) ? Y
(((N) will repeat the test))
PRINTING..

8. Press the ENTER key to accept the alignment.

   The checks will print out.

9. Refer to the Week 4 Memorandum from the company accountant (HO 8) for the next step.



JOB SHEET 23: Printing the Check Register (Week 4)

Directions: Complete the following steps to print the check register.

Materials: Dac Easy Payroll™ data disk, printer, and Week 4 Memorandum (HO 8)

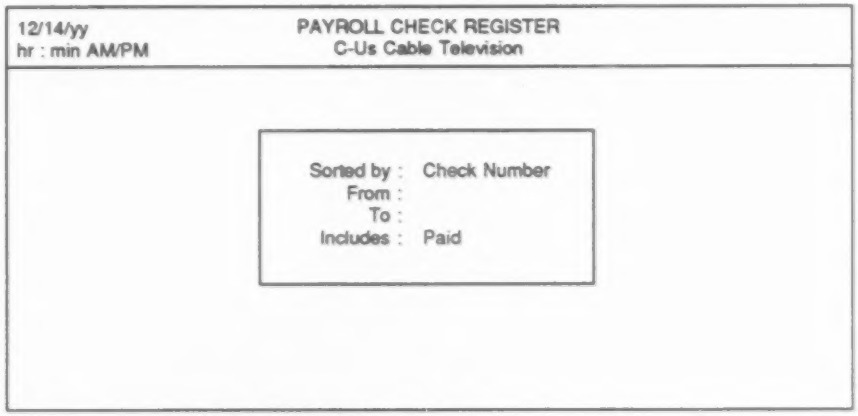
1. Load Dac Easy Payroll™ software. Type DEP3 A:

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1214yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 5 (check register).

   The following screen will appear:



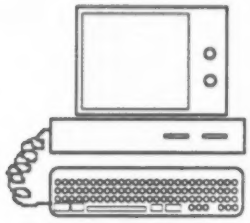
4. Press the ENTER key three times to accept the defaults.

   NOTE: After checks are printed, they are listed as unpaid until they are posted at the end of the weekly payroll process.

5. Press the space bar until the unpaid option is selected, then press ENTER.

   The check register will print.

6. Refer to the Week 4 Memorandum from the company accountant (HO 8) for the next step.



JOB SHEET 24: Generating the Installation Department Report (Week 4)

Directions: Complete the following steps to generate the installation department report.

Materials: Dac Easy Payroll™ data disk, printer, and Week 4 Memorandum (HO 8)

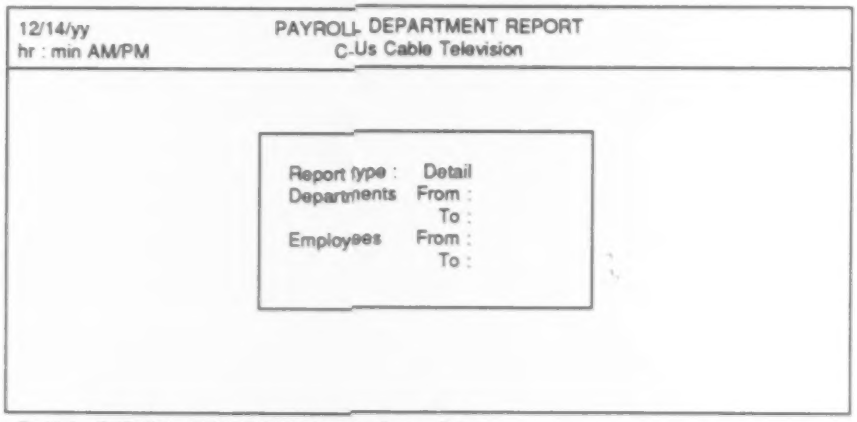
1. Load Dac Easy Payroll™ software. Type DEP3 A. then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1214yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 6 (department report).

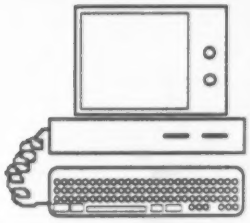
   The following screen will appear:



4. Press the ENTER key five times to accept the defaults.

   The installation department report will print.

5. Refer to the Week 4 Memorandum from the company account (HO 8) for the next step.



JOB SHEET 25: Completing the Posting Process (Week 4)

Directions: Complete the following steps to complete the posting process for the installation department.

Materials: Dac Easy Payroll™ data disk, printer, and Week 4 Memorandum (HO 8)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1214yy then press ENTER.

2. From the main menu choose the process option.

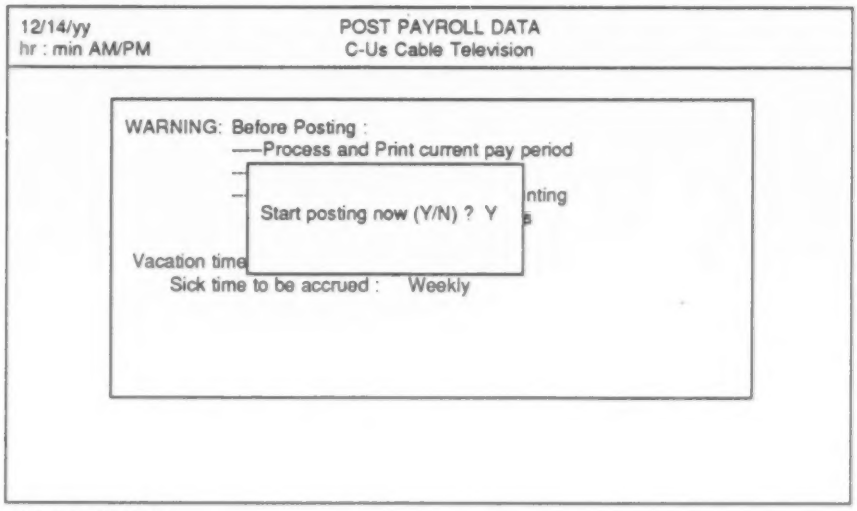
3. From the process menu choose option 7 (posting).

   The following screen will appear:

```
12/14/yy                          POST PAYROLL DATA
hr : min AM/PM                    C-Us Cable Television

   WARNING: Before Posting :
            ----Process and Print current pay period
            ----BACK UP your payroll files
            ----If interfacing DAC-EASY accounting
                BACK UP your accounting files

    Vacation time to be accrued :   Weekly
        Sick time to be accrued :   Weekly

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key two times to accept the defaults.

The following screen will appear:

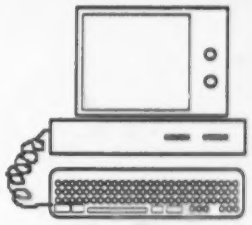


5. Press the ENTER key to start posting.

   The posting process may take several minutes. BE PATIENT.

   The posting report will print.

6. Refer to the Week 4 Memorandum from the company accountant (HO 8) for the next step.



JOB SHEET 26: Adding New Employees to Dac Easy Payroll™ Software (Week 5)

Directions: Complete the following steps to add new employees to the Dac Easy Payroll™ software.

Materials: Dac Easy Payroll™ data disk, printer, Week 5 Memorandum (HO 9), and New Employee Information (HO 10)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: It is necessary to change the date to reflect the last day of the week. Press the F4 function key. Key-enter the date. Type 1221yy then press ENTER.

2. From the main menu choose the file option.

3. From the file menu choose option 1 (employee).

   The following screen will appear:

Employee Data

No. .....:
Name ....:
Address :
City .....: State Zip -
Phone ...: ( ) Social Security - -
Sex (M/F) Marital (S/M) Origin
Memo

Dates

Birth	Hire	Raise	Review	Promotion	Termination

Payment Information

Dept 0
Title

Pay Suspended (Y/N) N
Freq (W/B/S/M)
Type (H/S/C)
Amount 0.00
Ovt1 0.00
Ovt2 0.00

3 Vacation: Date Freq
3 Hrs 0.000
3 Accrd 0.000
3 Paid 0.000
3
3 Sick Time: Date Freq
3 Hrs 0.000
3 Accrd 0.000
3 Paid 0.000

F1-Help F6-Delete F10-Process PgDn-Previous ESC-Exit

NOTE: Refer to HO 10 for information about the new employees in the installation department.

4. Key-enter the new employee number. Type 009 then press ENTER.
5. Key-enter the employee name. Type Karman, Janice A. then press ENTER.
6. Key-enter the employee address. Type 605 Park St. then press ENTER.
7. Key-enter the city. Type St. Louis then press ENTER.
8. Key enter the state. Type MO then press ENTER.
9. Key-enter the zip code. Type 63111 then press ENTER.
10. Key-enter the phone number. Type 3146859322 then press ENTER.
11. Key-enter the social security number. Type 442507393 then press ENTER.
12. Key-enter the employee sex. Type F then press ENTER.
13. Key-enter the marital status. Type M then press ENTER.
14. Skip the origin. Press ENTER to skip.
15. Skip the memo. Press ENTER to skip.

The following screen will appear:

Employee Data

No. .....: 009
Name ....: Karman, Janice A.
Address : 605 Park St.
City .....: St. Louis State MO Zip 63111-
Phone ...: (314)685-9322 Social Security 442-50-7393
Sex (M/F) F Marital (S/M) M Origin
Memo

Dates

Birth	Hire	Raise	Review	Promotion	Termination
/ /					

Payment Information

Dept 0		3 Vacation: Date	Freq
Title		3 Hrs 0.000	
		3 Acrd 0.000	
Pay Suspended (Y/N) N		3 Paid 0.000	
Freq (W/B/S/M)		3	
Type (H/S/C)		3 Sick Time: Date	Freq
Amount	0.00	3 Hrs 0.000	
Ovt1	0.00	3 Acrd 0.000	
Ovt2	0.00	3 Paid 0.000	

F1-Help F6-Delete F10-Process PgDn-Previous ESC-Exit

16. Key-enter the birth date. Type 091855 then press ENTER.

17. Key-enter the hire date. Type 1218yy then press ENTER.

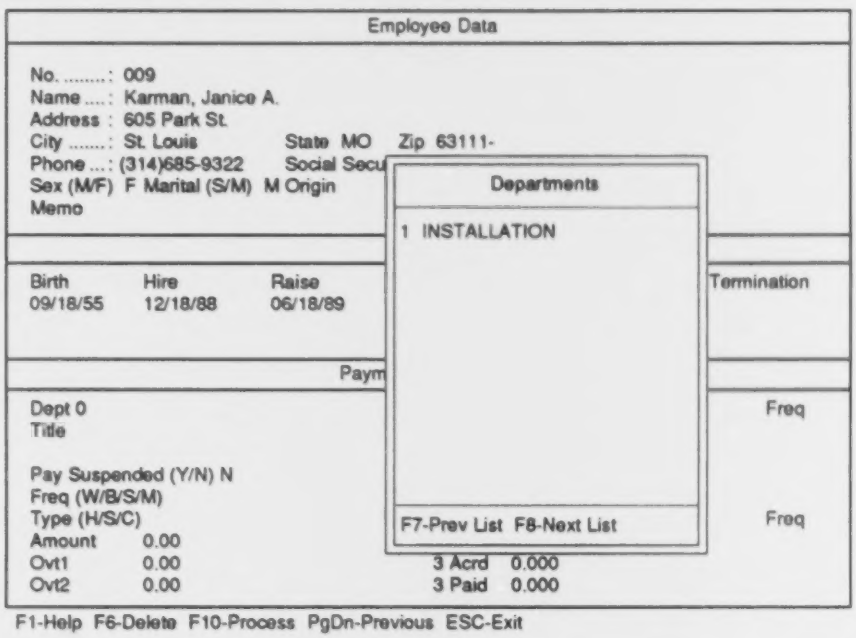
18. Key-enter the raise date. Type 0618yy then press ENTER.

19. Skip the review. Press ENTER to skip.

20. Skip the promotion. Press ENTER to skip.

21. Skip the termination. Press ENTER to skip.

The following screen will appear:



22. Key-enter the department. Type 1 then press ENTER.

23. Key-enter the title. Type line installer then press ENTER.

24. Press the ENTER key to accept the default N for pay suspended.

25. Key-enter the pay frequency. Type W then press ENTER.

26. Key-enter the type. Type H then press ENTER.

27. Key-enter the amount. Type 7.50 then press ENTER.

28. Key-enter the overtime 1 amount. Type 11.25 then press ENTER.

29. Key-enter the overtime 2 amount. Type 15.00 then press ENTER.

30. Key-enter the vacation date. Type 1218yy (one year after hire date) then press ENTER.

31. Key-enter the frequency of vacation time. Type W then press ENTER.

32. Key-enter the weekly hours of vacation accumulated. Type 1.538 then press ENTER.

33. Press the ENTER key two times to skip the accrued and paid vacation categories.

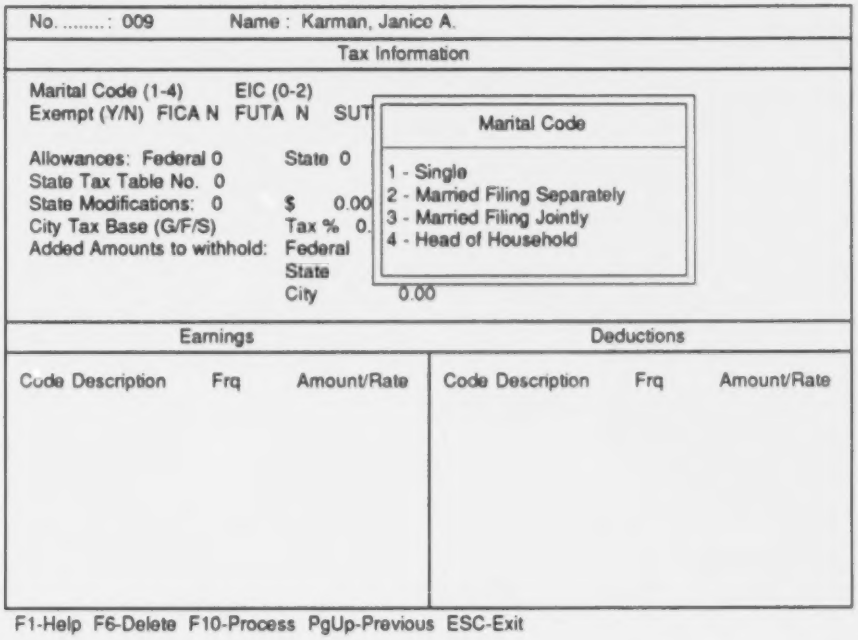
34. Key-enter the sick time date. Type 1218yy (one year after hire date) then press ENTER.

35. Key-enter the frequency. Type W then press ENTER.

36. Key-enter the weekly hours of accumulated sick time. Type .769 then press ENTER.

37. Press the ENTER key two times to skip the accrued and paid sick time.

The following screen will appear:


No. .....: 009 Name : Karman, Janice A.
Tax Information
Marital Code (1-4) EIC (0-2)
Exempt (Y/N) FICA N FUTA N SUT
Allowances: Federal 0 State 0
State Tax Table No. 0
State Modifications: 0 $ 0.00
City Tax Base (G/F/S) Tax % 0.
Added Amounts to withhold: Federal
State
City 0.00
Marital Code
1 - Single
2 - Married Filing Separately
3 - Married Filing Jointly
4 - Head of Household
Earnings
Code Description Frq Amount/Rate
Deductions
Code Description Frq Amount/Rate
F1-Help F6-Delete F10-Process PgUp-Previous ESC-Exit

38. Key-enter the marital code. Type 3 then press ENTER.

39. Key-enter the EIC credit code. Type 0 then press ENTER.

40. Press the ENTER key three times to skip the exempt code for FICA, FUTA, and SUTA.

41. Key-enter the federal allowances. Type 2 then press ENTER.

42. Key-enter the state allowances. Type 2 then press ENTER.

43. Key-enter the state tax table number. Type 39 then press ENTER.

44. Press the ENTER key to accept the default state modification.

45. Key-enter the state modification dollar amount. Type 2400.00 then press ENTER.

46. Press the ENTER key five times to accept the defaults for city and added amounts.

47. Press the ENTER key to skip the earnings field.

48. Key-enter the insurance deduction in the deduction location. Type 22 for code then press ENTER.

    NOTE: The description and amount/rate is provided.

49. Key-enter the frequency. Type W then press ENTER.

50. Press ENTER to accept the default amount/rate.

51. Press the ENTER key to skip the next code field.

    The following screen will appear:

No. .....: 009 Name : Karman, Janice A.

Earnings			Deductions		
Description	Qtr. to Date	Yr. to Date	Description	Qtr. to Date	Yr. to Date
Gross FWH	.	0.00	Fed. W/H	0.00	0.00
Gross FICA	0.00	0.00	FICA W/H	0.00	0.00
Gross FUTA	0.00	0.00	State W/H	0.00	0.00
Gross SUTA	0.00	0.00	City W/H	0.00	0.00
Tips	0.00	0.00	SDIF	0.00	0.00
EIC	0.00	0.00	Insurance	0.00	0.00
Net Paid	0.00	0.00			
Days Paid	0.00	0.00			
Hours Paid	0.00	0.00			
Ovt Hrs Paid	0.00	0.00			

Liabilities					
Description	Qtr. to Date	Yr. to Date	Description	Qtr. to Date	Yr. to Date
FICA	0.00	0.00			
FUTA	0.00	0.00			
SUTA	0.00	0.00			

F1-Help F6-Delete F10-Process PgUp-Previous ESC-Exit

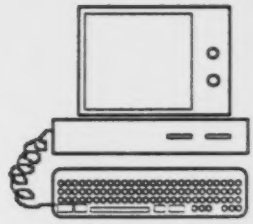
52. Press the F10 key to process the new employee.

    NOTE: A blank screen appears. You are now ready to enter the next new employee.

53. Use the information provided on HO 10 to enter the next new employee.

54. After processing the new employees, press the ESC key two times to return to the main menu.

55. Refer to the Week 5 Memorandum from the company accountant (HO 9) for the next step.



JOB SHEET 27: Printing a Directory of New Employees (Week 5)

Directions: Complete the following steps to print a copy of the new employees directory to add to the directory for the installation department.

Materials: Dac Easy Payroll™ data disk, printer, Week 5 Memorandum (HO 9), and New Employee Information (HO 10)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 function key to change the date. Key-enter the date. Type 1221yy then press ENTER.

2. From the main menu choose the reports option.

3. From the reports option choose option 2 (directory).

   The following screen will appear:

```
12/21/yy                          PRINT DIRECTORY
hr:min AM/PM                      C-Us Cable Television

                          Sorted by: All
                          Includes Terminated :
                            Departments From :
                                        To :
                          Employees     From :
                                        To :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key two times to accept the defaults.

5. Key-enter the first new employee number to print. Type 009 then press ENTER.

6. Key-enter the last new employee number to print. Type 010 then press ENTER.

   NOTE: The printer will print a directory of the new employees. This process may take several minutes. Be patient.

7. After the new employees information is printed, compare the print-out with HO 10. Correct any discrepancies that are found.

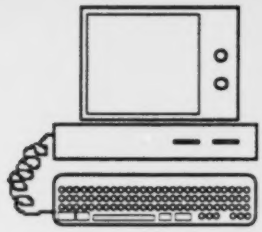
8. Refer to the Week 5 Memorandum from the company accountant (HO 9) for the next step.

ASSIGNMENT SHEET 4: Figuring the Manual Payroll Register (Week 5)

Directions: Complete the following steps to figure the manual payroll register for C-Us Cable.

Materials: Payroll Register for C-Us Cable Installation Department (HO 11), Week 5 Memorandum (HO 9), and a calculator

1. Review the payroll register for the week of December 21.
2. Calculate FICA for each employee. Multiply employee total salary by 7.51% and write the answer in the FICA column.
3. Sum the total deductions for each employee. Add FICA + fed. with. tax + state with. tax + insurance, and write the answer in the total column under the deductions heading.
4. Compute net pay for each employee. Subtract the total deductions from the total earnings for each employee and write the answer in the net pay column.
5. Sum the total for the following columns: total hours; earnings (regular, overtime, total); deductions (FICA, fed. with. tax, insurance, total); net pay. Write the answer in the totals row (bottom of the page) of the payroll register.
6. File the payroll register for future reference.
7. Refer to the Week 5 Memorandum from the company accountant (HO 9) for the next step.



JOB SHEET 28: Using Data Entry for Employees Working Overtime (Week 5)

Directions: Complete the following steps to use data entry for employees working overtime, and employees using vacation time.

Materials: Dac Easy Payroll™ data disk, printer, completed manual payroll register for the week of December 18 (Assignment Sheet 4), and Week 5 Memorandum (HO 9)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: It is necessary to change the date to reflect the last day of the week. Press the F4 function key to change the date. Key-enter the date. Type 1221yy then press ENTER.

2. From the main menu choose the process option.

3. From the process option choose option 1 (data entry).

   The following screen will appear:

p. # Name Dept

Dept Code	Description	Tax Base Fed	State	Number	Current Period : Rate or %	Amount

Enter Payroll Period to be Processed ? (W-B-S-M) : W

Total Earnings :	Total Deductions :
Total Hrs worked :	Total Liabilities :

4. Press the ENTER key to continue to accept the default W (weekly pay period).

   The following screen will appear:

p. # Name Dept

Dept Code	Description	Tax Base Fed	State	Number	Current Period : Rate or %	Weekly Amount

Total Earnings : Total Hrs worked :	Total Deductions : Total Liabilities :

F1-Help ESC-Exit

5. From the completed manual payroll register determine the first employee who worked overtime. Key-enter the employee number. Type 001 then press ENTER.

   NOTE: The name and department information is inserted automatically. Check to verify that the name matches the name entered on the manual payroll register.

6. Key-enter the department number. Refer to the department number on the top line of the screen. Type 1 then press ENTER.

   NOTE: Entering overtime is a two step process. First, the regular 40 hours will be entered, then the overtime hours will be entered.

7. Key-enter the code. Code 2 is for hourly employees. Type 2 then press ENTER.

The following screen will appear:

p. # 001 Name Chang, Won K. Dept 1 INSTALLATION

Dept	Code	Description	Tax Base Fed	Tax Base State	Number	Current Period : Rate or %	Weekly Amount
1	2	Hourly	T	T		7.5000	

Total Earnings :	0.00	Total Deductions :	0.00
Total Hrs worked :	0.000	Total Liabilities :	0.00

F1-Help F6-Delete F10-Process Alt D-Line

8. Press the ENTER key three times to accept the default values for the description and tax base information.

9. Key-enter the regular hours worked by employee 001 (Chang, Won K.). Type 40 then press ENTER.

   NOTE: The regular rate and amount are automatically entered.

10. Press the ENTER key two times to accept the defaults.

    NOTE: The cursor moves down one line. This line will contain the overtime information.

11. Key-enter the department number. Type 1 then press ENTER.

12. Key-enter the code for overtime hours. Type 3 then press ENTER.

13. Press the ENTER key 3 times to accept the default values.

14. Key-enter the number of hours over 40 worked by employee 001 (Chang, Won K.). Type 1 then press ENTER.

The following screen will appear:

p. # 001 Name Chang, Won K. Dept 1 INSTALLATION

Dept	Code	Description	Tax Base Fed	Tax Base State	Number	Current Period : Rate or %	Weekly Amount
1	2	Hourly	T	T	40.000	7.5000	300.00
1	3	Overtime #1	T	T	1.000	11.2500	11.25

Total Earnings :	311.25	Total Deductions :	0.00
Total Hrs worked :	40.000	Total Liabilities :	0.00

F1-Help F6-Delete F10-Process Alt D-Line

15. Press the F10 function key to process this employee's payroll.

16. Complete the same procedure for the second employee working overtime.

NOTE: The following is a summary of the steps required to enter the employees who worked overtime in the data entry routine:

Emp. # - Determine from the manual payroll register

Line 1:
- Dept = 1
- Code = 2
- Number = 40 hours
- Press ENTER 2 times

Line 2:
- Dept = 1
- Code = 3
- Number = hours over 40
- Press F10 function key to process

17. Enter the employee using vacation time. Key-enter the employee number. Type 006 then press ENTER.

NOTE: The name and department information is inserted automatically. Check to determine the name matches the name on the manual payroll register.

18. Key-enter the department number. Type 1 then press ENTER.

NOTE: Entering vacation time is a two-step process. First the actual hours worked is entered, then the vacation hours will be entered.

19. Key-enter the code. Code 2 is for hourly employees. Type 2 then press ENTER.

20. Press the ENTER key three times to accept the default values for description and tax base information.

21. Key-enter the actual hours worked by Edwin Brown. Type 37 then press ENTER.

    NOTE: The rate and amount are automatically entered.

22. Press the ENTER key two times to accept the defaults.

23. Key-enter the department number. Type 1 then press ENTER.

24. Key-enter the code for vacation. Type 6 then press ENTER.

    The following screen will appear:

p. # 006 Name Brown, Edwin A. Dept 1 INSTALLATION

Dept	Code	Description	Tax Base Fed	Tax Base State	Number	Current Period : Rate or %	Weekly Amount
1	2	Hourly	T	T	37.000	7.5000	277.50
1	6						

Vacations are not due yet - Do you want to continue (Y/N) ? Y

Total Earnings :	277.50	Total Deductions :	0.00
Total Hrs worked :	37.000	Total Liabilities :	0.00

F1-Help F6-Delete F10-Process Alt D-Line

25. Press the ENTER key to continue.

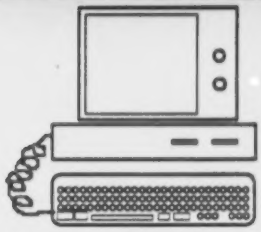
26. Press the ENTER key three times to accept the defaults for description and tax base information.

27. Key-enter the vacation hours. Type 3 then press ENTER.

28. Press the F10 function key to process the entry.

29. Press the ESC key two times to return to the main menu.

30. Refer to the Week 5 Memorandum from the company accountant (HO 9) for the next step.



JOB SHEET 29: Printing the Payroll Register Work Sheet (Week 5)

Directions: Complete the following steps to print the payroll register work sheet.

Materials: Dac Easy Payroll™ data disk, printer, and Week 5 Memorandum (HO 9)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1221yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 3 (payroll register).

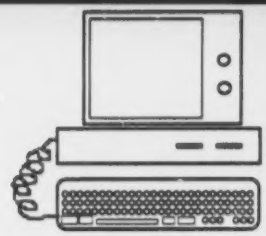
   The following screen will appear:

```
12/21/yy                          PAYROLL REGISTER
hr : min AM/PM                    C-Us Cable Television

        Employee type: Hourly
        Departments    From :
                       To :
        Employees      From :
                       To :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key five times to accept the defaults and print the payroll register.

   NOTE: The computer will sort then print the payroll register.

5. Refer to the Week 5 Memorandum from the company accountant (HO 9) for the next step.



JOB SHEET 30: Processing Payroll (Week 5)

Directions: Complete the following steps to automatically process the payroll.

Materials: Dac Easy Payroll™ data disk, printer, and Week 5 Memorandum (HO 9)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 function key to change the date. Key-enter the date. Type 1221yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 2 (automatic generation).

   The following screen will appear:

```
12/21/yy                    AUTOMATIC PAYROLL GENERATION
hr : min AM/PM                    C-Us Cable Television

   WARNING: Before running the Automatic Generation:
            ----Enter all non-automatic information
            ----BACK UP your payroll files

   Current Period : Weekly
   Generate Regular Earnings (Y/N) ? Y
   EARNINGS (Codes 9-15) to be included    Weekly      : N
                                           Bi-Weekly   : N
                                           Semi-Monthly: N
                                           Monthly     : N
   DEDUCTIONS (Codes 21-30) to be included Weekly      : N
                                           Bi-Weekly   : N
                                           Semi-Monthly: N
                                           Monthly     : N

F1-Help  ESC-Exit
```

4. Press the ENTER key to accept "Y" default to generate regular earnings.

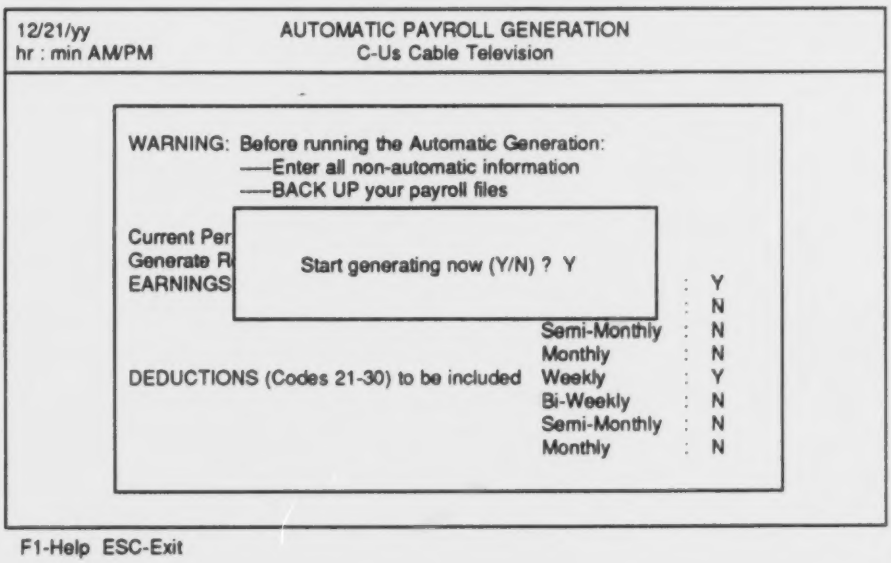
5. Change the default to include weekly earnings. Key-enter y then press ENTER.

6. Press the ENTER key three times to accept the defaults for bi-weekly, semi-monthly, and monthly earning codes.

7. Change the default to include weekly deductions. Key-enter y then press ENTER.

8. Press the ENTER key three times to accept the defaults for bi-weekly, semi-monthly, and monthly deduction codes.

   The following screen will appear:

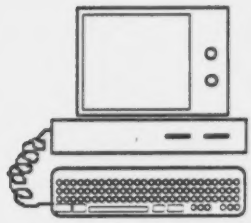


9. Press the ENTER key to accept the default and start generating the weekly payroll.

   NOTE: This process may take up to three minutes. Be patient.

10. After completion press any key to return to the process menu.

11. Refer to the Week 5 Memorandum from the company accountant (HO 9) for the next step.



JOB SHEET 31: Printing the Payroll Register (Week 5)

Directions: Complete the following steps to print the payroll register.

Materials: Dac Easy Payroll™ data disk, printer, and Week 5 Memorandum (HO 9)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

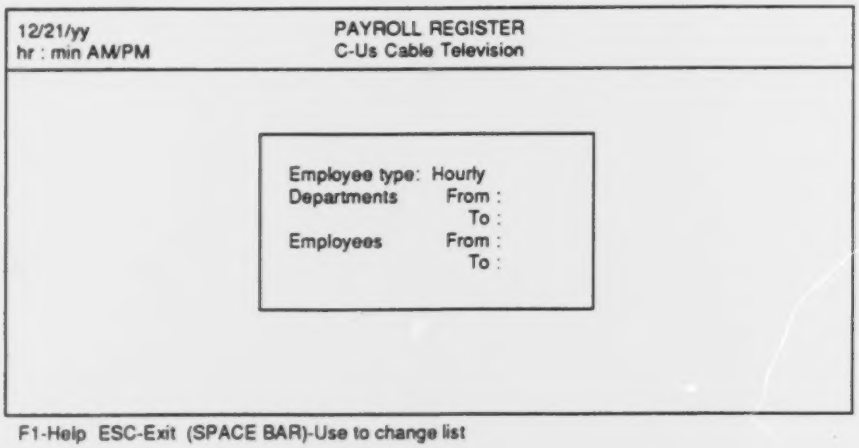
   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1221yy then press ENTER.

   NOTE: This payroll register will differ from the previous payroll register work sheet (Job Sheet 29) in that it will show all employees, not just the employees entered in the data entry routine.

2. From the main menu choose the process option.

3. From the process menu choose option 3 (payroll register).

   The following screen will appear:

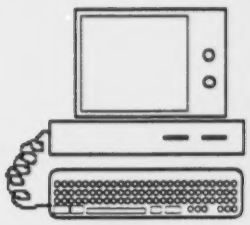


4. Press the ENTER key five times to accept the defaults and print the payroll register.

   NOTE: The computer will sort, then print the payroll register.

   NOTE: Check the values on this print-out with the values on the manual payroll register. Correct any errors which are found.

5. Refer to the Week 5 Memorandum from the company accountant (HO 9) for the next step.



AUTOMATED ACCOUNTING
PAYROLL

JOB SHEET 32: Generating Weekly Payroll Checks (Week 5)

Directions: Complete the following steps to generate the weekly payroll checks for the installation department.

Materials: Dac Easy Payroll™ data disk, printer, and Week 5 Memorandum (HO 9)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter 1221yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 4 (checks).

   The following screen will appear:

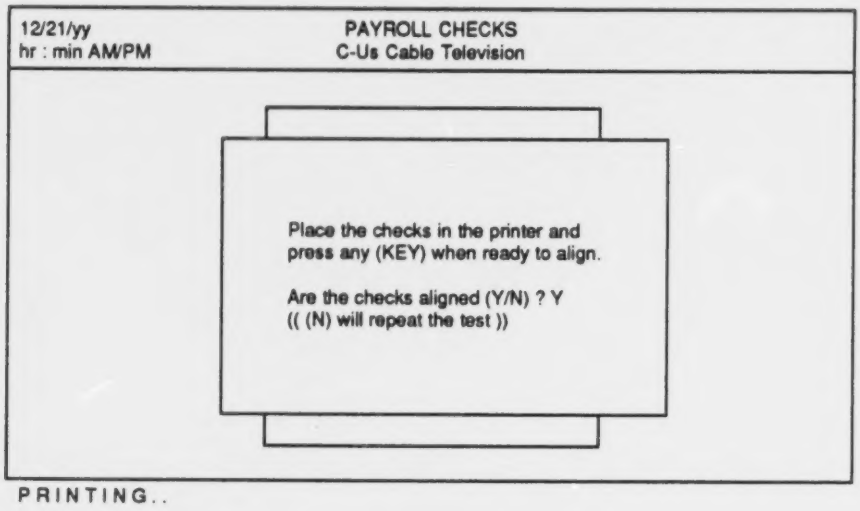
```
12/21/yy                          PAYROLL CHECKS
hr : min AM/PM                    C-Us Cable Television

                    Employee type : Hourly
                    Departments     From :
                                      To :
                    Employees       From :
                                      To :

                    Starting Check #
                    Reprint checks ?
                                    From :
                                      To :

                          Date on checks :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key five times to accept the defaults.

5. Key-enter the check number. Type 1027 then press ENTER.

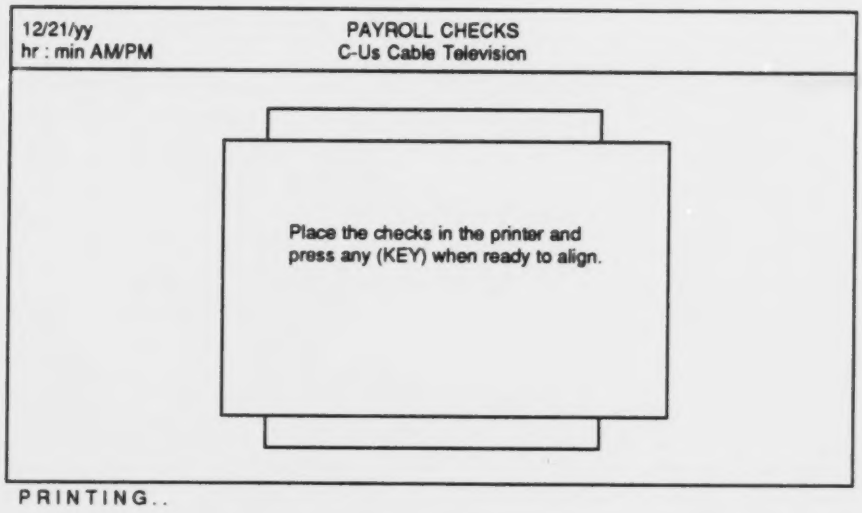
6. Press the ENTER key two times to accept the defaults.

The following screen will appear after the employees have been sorted:


12/21/yy
hr : min AM/PM
PAYROLL CHECKS
C-Us Cable Television
Place the checks in the printer and
press any (KEY) when ready to align.
Are the checks aligned (Y/N) ? Y
(((N) will repeat the test))
PRINTING..

7. Press the ENTER key to accept the checks are in the printer.

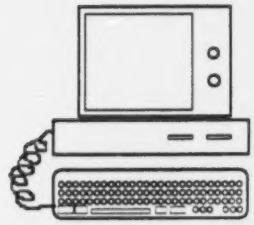
   The following screen will appear:



8. Press the ENTER key to accept the alignment.

   The checks will print.

9. Refer to the Week 5 Memorandum from the company accountant (HO 9) for the next step.



JOB SHEET 33: Printing the Check Register (Week 5)

Directions: Complete the following steps to print the check register.

Materials: Dac Easy Payroll™ data disk, printer, and Week 5 Memorandum (HO 9)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1221yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 5 (check register).

   The following screen will appear:

```
12/21/yy                    PAYROLL CHECK REGISTER
hr : min AM/PM              C-Us Cable Television

                  Sorted by :  Check Number
                  From :
                  To :
                  Includes :   Paid

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

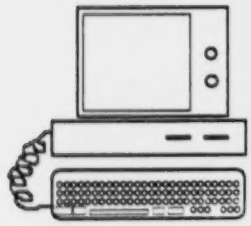
4. Press the ENTER key three times to accept the defaults.

   NOTE: After checks are printed, they are listed as unpaid until they are posted at the end of the weekly payroll process.

5. Press the space bar until the unpaid option is selected, then press ENTER.

   The check register will print.

6. Refer to the Week 5 Memorandum from the company accountant (HO 9) for the next step.



JOB SHEET 34: Generating the Installation Department Report (Week 5)

Directions: Complete the following steps to generate the installation department report.

Materials: Dac Easy Payroll™ data disk, printer, and Week 5 Memorandum (HO 9)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1221yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 6 (department report).

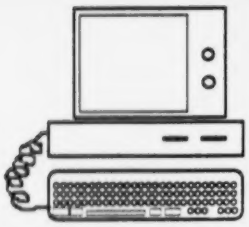
   The following screen will appear:

```
12/21/yy                    PAYROLL DEPARTMENT REPORT
hr : min AM/PM                  C-Us Cable Television

        Report type :   Detail
        Departments     From :
                          To :
        Employees       From :
                          To :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key five times to accept the defaults.

   The installation department report will print.

5. Refer to the Week 5 Memorandum from the company accountant (HO 9) for the next step.



JOB SHEET 35: Completing the Posting Process (Week 5)

Directions: Complete the following steps to complete the posting process for the installation department.

Materials: Dac Easy Payroll™ data disk, printer, and Week 5 Memorandum (HO 9)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1221yy then press ENTER.

2. From the main menu choose the process option.

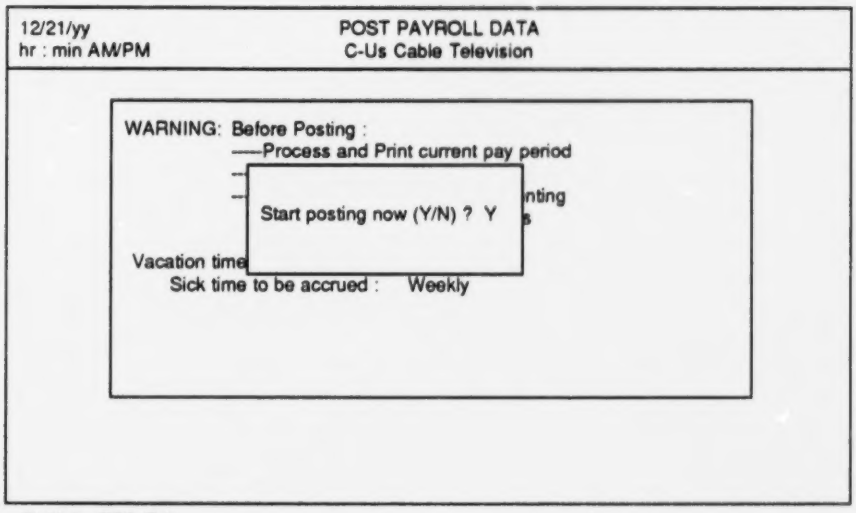
3. From the process menu choose option 7 (posting).

   The following screen will appear:

```
12/21/yy                          POST PAYROLL DATA
hr : min AM/PM                    C-Us Cable Television

   WARNING: Before Posting :
            ----Process and Print current pay period
            ----BACK UP your payroll files
            ----If interfacing DAC-EASY accounting
                BACK UP your accounting files

   Vacation time to be accrued :   Weekly
        Sick time to be accrued :   Weekly

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key two times to accept the defaults.

The following screen will appear:



5. Press the ENTER key to start posting.

   The posting process may take several minutes. BE PATIENT.

   The posting report will print.

6. Refer to the Week 5 Memorandum (HO 9) from the company accountant for the next step.

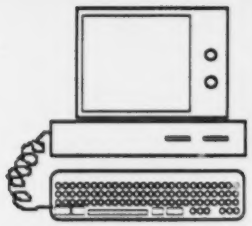
AUTOMATED ACCOUNTING
PAYROLL

ASSIGNMENT SHEET 5: Figuring the Manual Payroll Register (Week 6)

Directions: Complete the following steps to figure the manual payroll register for C-Us Cable.

Materials: Payroll Register for C-Us Cable Installation Department (HO 12), Week 6 Memorandum (HO 13), and a calculator

1. Review the payroll register for the week of December 26.
2. Calculate FICA for each employee. Multiply employee total salary by 7.51% and write the answer in the FICA column.
3. Sum the total deductions for each employee. Add FICA + fed. with. tax + state with. tax + insurance, and write the answer in the total column under the deductions heading.
4. Compute net pay for each employee. Subtract the total deductions from the total earnings for each employee and write the answer in the net pay column.
5. Sum the total for the following columns: total hours; earnings (regular, overtime, total); deductions (FICA, fed. with. tax, insurance, total); net pay. Write the answer in the totals row (bottom of the page) of the payroll register.
6. File the payroll register for future reference.
7. Refer to the Week 6 Memorandum from the company accountant (HO 13) for the next step.



AUTOMATED ACCOUNTING
PAYROLL

JOB SHEET 36: Processing Payroll (Week 6)

Directions: Complete the following steps to automatically process the payroll.

Materials: Dac Easy Payroll™ data disk, printer, and Week 6 Memorandum (HO 13)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: Change the date to reflect the last day of the week. Press the F4 function key to change the date. Key enter the date. Type 1229yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 2 (automatic generation).

   The following screen will appear:

12/29/yy
hr : min AM/PM

AUTOMATIC PAYROLL GENERATION
C-Us Cable Television

WARNING: Before running the Automatic Generation:

Enter Payroll Period to be Processed? (W-B-S-M): W

EARNINGS (Codes 9-15) to be included	Weekly	:
	Bi-Weekly	:
	Semi-Monthly	:
	Monthly	:
DEDUCTIONS (Codes 21-30) to be included	Weekly	:
	Bi-Weekly	:
	Semi-Monthly	:
	Monthly	:

F1-Help ESC-Exit

4. Press the ENTER key to accept the default weekly payroll to be processed.

5. Press the ENTER key to accept "Y" default to generate regular earnings.

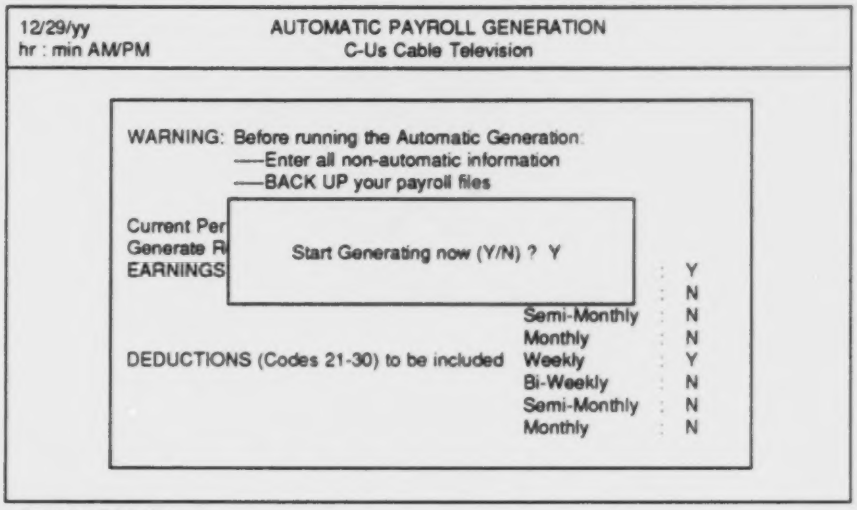
6. Change the default to include weekly earnings. Key-enter Y then press ENTER.

7. Press the ENTER key three times to accept the defaults for bi-weekly, semi-monthly, and monthly earnings codes.

8. Change the default to include weekly deductions. Key-enter Y then press ENTER.

9. Press the ENTER key three times to accept the defaults for bi-weekly, semi-monthly, and monthly deduction codes.

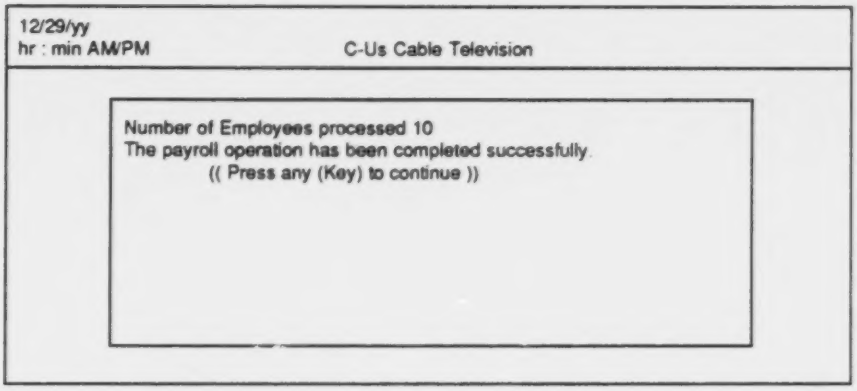
   The following screen will appear:



10. Press the ENTER key to accept the default and start generating the weekly payroll.

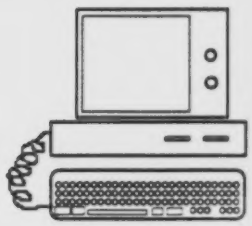
    NOTE: This process may take up to three minutes. Be patient.

    The following screen will appear:


12/29/yy
hr : min AM/PM
C-Us Cable Television
Number of Employees processed 10
The payroll operation has been completed successfully.
((Press any (Key) to continue))

11. Press any key to continue.

12. Refer to the Week 6 Memorandum from the company accountant (HO 13) for the next step.



JOB SHEET 37: Printing the Payroll Register (Week 6)

Directions: Complete the following steps to print the payroll register.

Materials: Dac Easy Payroll™ data disk, printer, and Week 6 Memorandum (HO 13)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1229yy then press ENTER.

   NOTE: This payroll register will differ from the previous payroll register work sheet (Job Sheet 11) in that it will show all employees, not just the employees entered in the data entry routine.

2. From the main menu choose the process option.

3. From the process menu choose option 3 (payroll register).

   The following screen will appear:

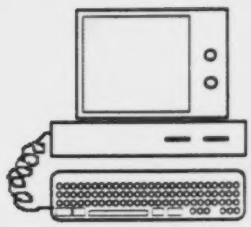
```
12/29/yy                          PAYROLL REGISTER
hr : min AM/PM                    C-Us Cable Television

        Employee type:  Hourly
        Departments     From :
                          To :
        Employees       From :
                          To :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key five times to accept the defaults and print the payroll register.

   NOTE: The computer will sort, then print the payroll register.

   NOTE: Check the values on this print-out with the values on the manual payroll register. Correct any errors that are found.

5. Refer to the Week 6 Memorandum from the company accountant (HO 13) for the next step.



JOB SHEET 38: Generating Weekly Payroll Checks (Week 6)

Directions: Complete the following steps to generate the weekly payroll checks for the installation department.

Materials: Dac Easy Payroll™ data disk, printer, and Week 6 Memorandum (HO 13)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter 1229yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 4 (checks).

   The following screen will appear:

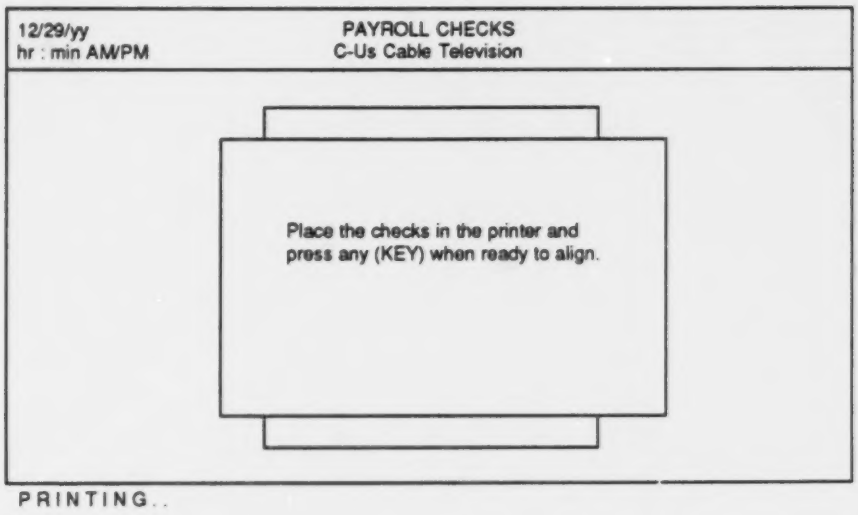
```
12/29/yy                          PAYROLL CHECKS
hr : min AM/PM                    C-Us Cable Television

                    Employee type : Hourly
                    Departments     From :
                                      To :
                    Employees       From :
                                      To :

                    Starting Check #
                    Reprint checks ?
                                    From :
                                      To :

                          Date on checks :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key five times to accept the defaults.

5. Key-enter the check number. Type 1038 then press ENTER.

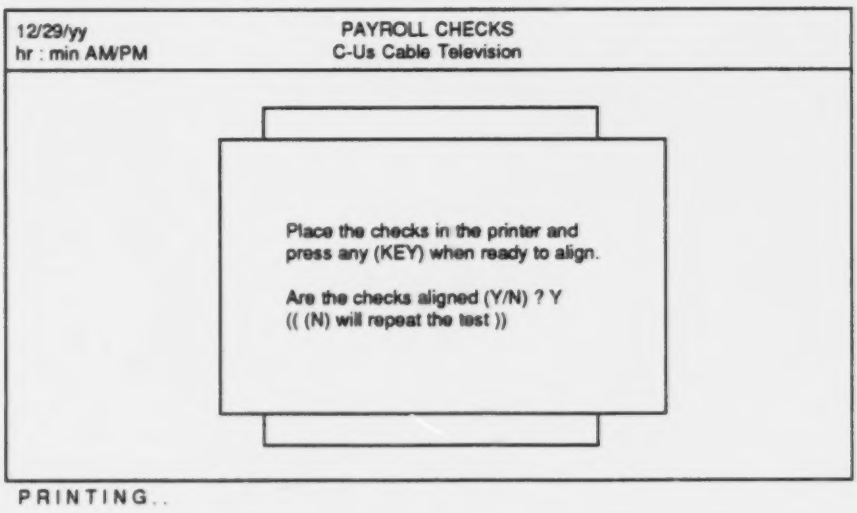
6. Press the ENTER key two times to accept the defaults.

The following screen will appear after the employees have been sorted:



7. Press the ENTER key to accept the checks are in the printer.

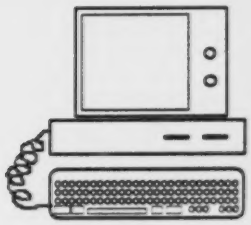
   The following screen will appear:


12/29/yy
hr : min AM/PM
PAYROLL CHECKS
C-Us Cable Television
Place the checks in the printer and
press any (KEY) when ready to align.
Are the checks aligned (Y/N) ? Y
(((N) will repeat the test))
PRINTING..

8. Press the ENTER key to accept the alignment.

   The checks will print.

9. Refer to the Week 6 Memorandum from the company accountant (HO 13) for the next step.



JOB SHEET 39: Printing the Check Register (Week 6)

Directions: Complete the following steps to print the check register.

Materials: Dac Easy Payroll™ data disk, printer, and Week 6 Memorandum (HO 13)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1229yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 5 (check register).

   The following screen will appear:

12/29/yy
hr : min AM/PM

PAYROLL CHECK REGISTER
C-Us Cable Television

Sorted by : Check Number
From :
To :
Includes : Paid

F1-Help ESC-Exit (SPACE BAR)-Use to change list

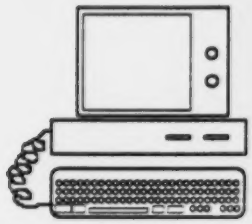
4. Press the ENTER key three times to accept the defaults.

   NOTE: After checks are printed, they are listed as unpaid until they are posted at the end of the weekly payroll process.

5. Press the space bar until the unpaid option is selected, then press ENTER.

   The check register will print.

6. Refer to the Week 6 Memorandum from the company accountant (HO 13) for the next step.



JOB SHEET 40: Generating the Installation Department Report (Week 6)

Directions: Complete the following steps to generate the installation department report.

Materials: Dac Easy Payroll™ data disk, printer, and Week 6 Memorandum (HO 13)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1229yy then press ENTER.

2. From the main menu choose the process option.

3. From the process menu choose option 6 (department report).

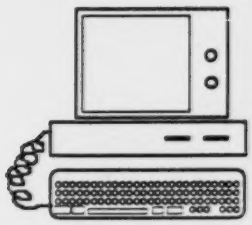
   The following screen will appear:

```
12/29/yy                    PAYROLL DEPARTMENT REPORT
hr : min AM/PM              C-Us Cable Television

                  Report type :  Detail
                  Departments    From :
                                 To :
                  Employees      From :
                                 To :

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key five times to accept the defaults.

   The installation department report will print.

5. Refer to the Week 6 Memorandum from the company accountant (HO 13) for the next step.



AUTOMATED ACCOUNTING
PAYROLL

JOB SHEET 41: Completing the Posting Process (Week 6)

Directions: Complete the following steps to complete the posting process for the installation department.

Materials: Dac Easy Payroll™ data disk, printer, and Week 6 Memorandum (HO 13)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session, it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1229yy then press ENTER.

2. From the main menu choose the process option.

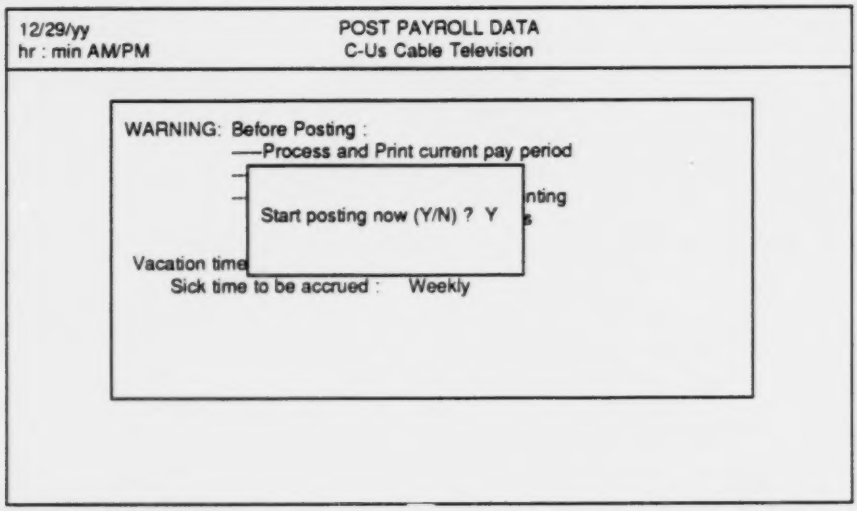
3. From the process menu choose option 7 (posting).

   The following screen will appear:

```
12/29/yy                          POST PAYROLL DATA
hr : min AM/PM                    C-Us Cable Television

        WARNING: Before Posting :
                 ----Process and Print current pay period
                 ----BACK UP your payroll files
                 ----If interfacing DAC-EASY accounting
                     BACK UP your accounting files

        Vacation time to be accrued :   Weekly
            Sick time to be accrued :   Weekly

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key two times to accept the defaults.

The following screen will appear:

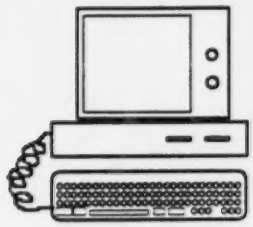


5. Press the ENTER key to start posting.

   The posting process may take several minutes. BE PATIENT.

   The posting report will print.

6. Refer to the Week 6 Memorandum from the company accountant (HO 13) for the next step.



JOB SHEET 42: Printing the Monthly Report (Week 6)

Directions: Complete the following steps to print the monthly report.

Materials: Dac Easy Payroll™ data disk, printer, and Week 6 Memorandum (HO 13)

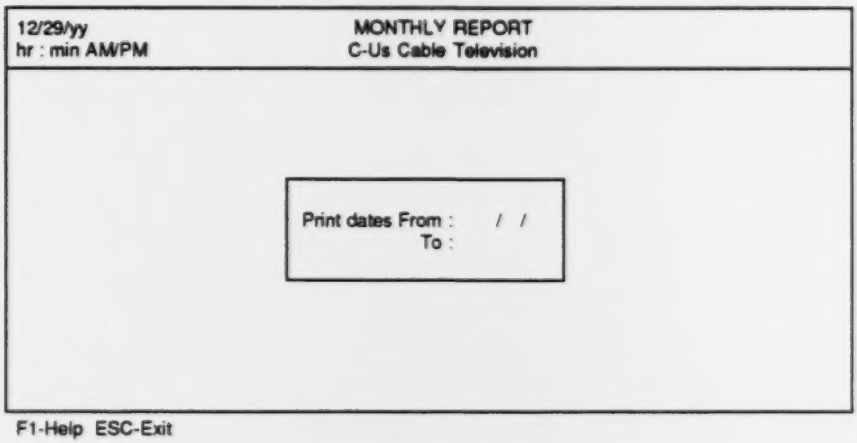
1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1229yy then press ENTER.

2. From the main menu choose the periodic option.

3. From the periodic option choose option 3 (monthly report).

   The following screen will appear:

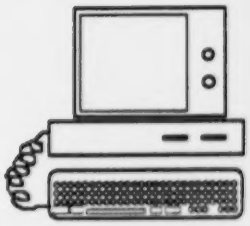


4. Key-enter the date from field. Type 1201yy then press ENTER.

5. Key-enter the date to field. Type 1229yy then press ENTER.

   The monthly report will print.

6. Refer to the Week 6 Memorandum from the company accountant (HO 13) for the next step.



JOB SHEET 43: Closing the Month (Week 6)

Directions: Complete the following steps to close the month.

Materials: Dac Easy Payroll™ data disk, and Week 6 Memorandum (HO 13)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1229yy then press ENTER.

2. From the main menu choose the periodic option.

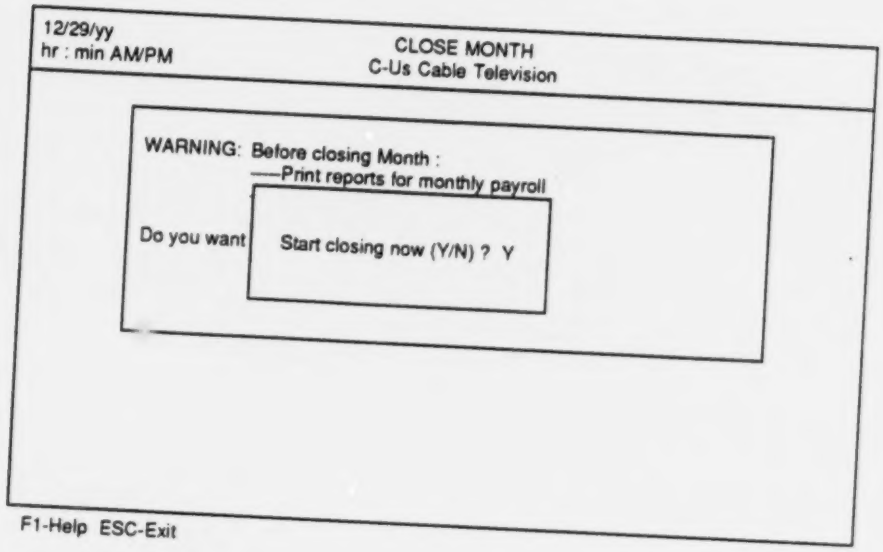
3. From the periodic option choose option 4 (close month).

   The following screen will appear:

```
12/29/yy                          CLOSE MONTH
hr : min AM/PM                    C-Us Cable Television

        WARNING: Before closing Month :
                 ----Print reports for monthly payroll
                 ----BACK UP your payroll files

        Do you want to continue (Y/N) ? Y

F1-Help  ESC-Exit
```

4. Press the ENTER key to continue.

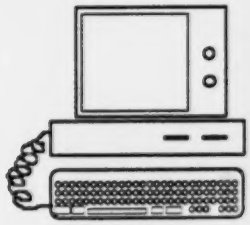
The following screen will appear:



5. Press the ENTER key to continue.

   The monthly period will close.

6. Refer to the Week 6 Memorandum from the company accountant (HO 13) for the next step.



JOB SHEET 44: Printing the Quarterly Report (Week 6)

Directions: Complete the following steps to print the quarterly report.

Materials: Dac Easy Payroll™ data disk, printer, and Week 6 Memorandum (HO 13)

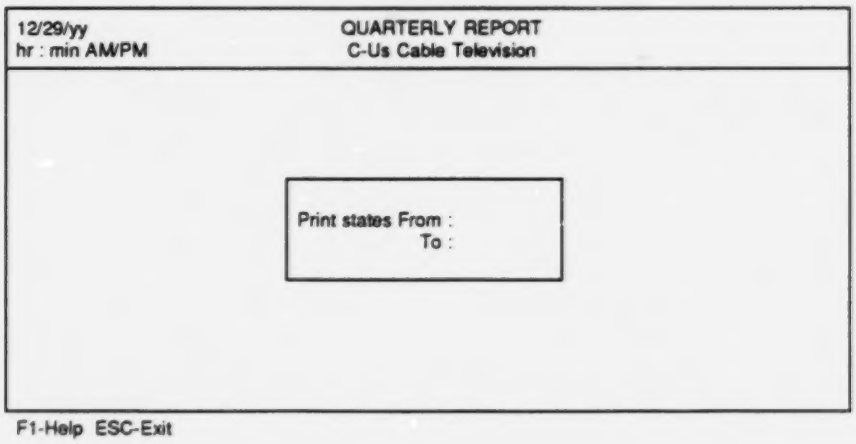
1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1229yy then press ENTER.

2. From the main menu choose the periodic option.

3. From the periodic menu choose option 5 (quarterly report).

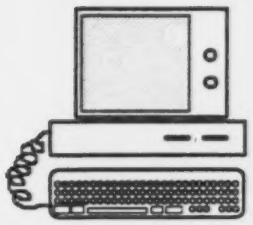
   The following screen will appear:



4. Press the ENTER key two times to accept the defaults.

   The computer will sort then print the quarterly report.

5. Refer to the Week 6 Memorandum from the company accountant (HO 13) for the next step.



JOB SHEET 45: Closing the Quarter (Week 6)

Directions: Complete the following steps to close the quarter.

Materials: Dac Easy Payroll™ data disk, printer, and Week 6 Memorandum (HO 13)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1229yy then press ENTER.

2. From the main menu choose the periodic option.

3. From the periodic menu choose option 6 (close quarter).

   The following screen will appear:

```
12/29/yy                          CLOSE QUARTER
hr : min AM/PM                    C-Us Cable Television

        WARNING: Before closing Month :
                 ---Print reports for monthly payroll
                 ---BACK UP your payroll files

        Do you want to continue (Y/N) ? Y

F1-Help  ESC-Exit
```

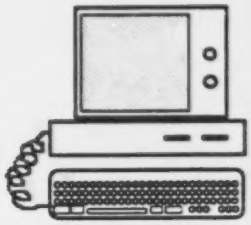
4. Press the ENTER key to accept the default.

5. Press the ENTER key to start closing the quarter.

   The computer will sort then close the quarter.

6. Press the ESC key two times to return to the main menu.

7. Refer to the Week 6 Memorandum from the company accountant (HO 13) for the next step.



AUTOMATED ACCOUNTING
PAYROLL

JOB SHEET 46: Printing W-2 Forms (Week 6)

Directions: Complete the following steps to print W-2 forms.

Materials: Dac Easy Payroll™ data disk, printer, and Week 6 Memorandum (HO 13)

1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1229yy then press ENTER.

2. From the main menu choose the periodic option.

3. From the periodic menu choose option 7 (W-2's/1099's).

   The following screen will appear:

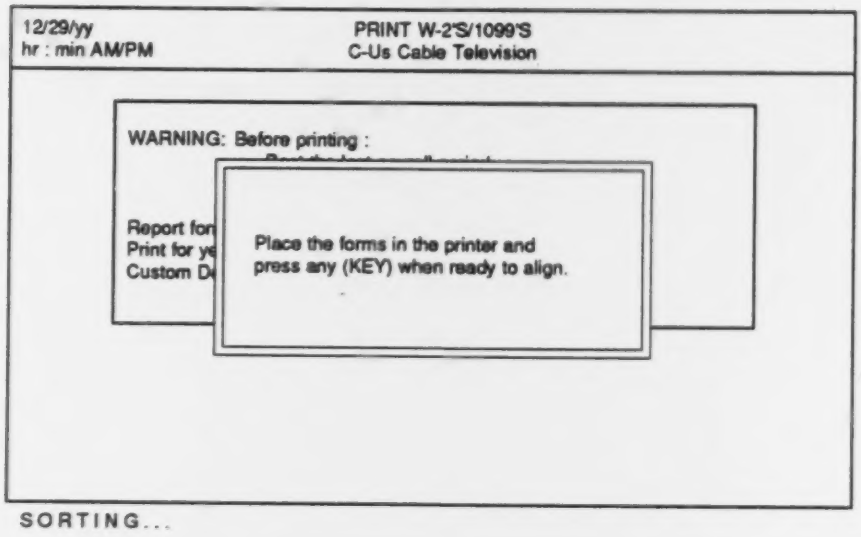
```
12/29/yy                          PRINT W-2'S/1099'S
hr : min AM/PM                    C-Us Cable Television

        WARNING: Before printing :
                 ---Post the last payroll period
                 ---BACK UP your payroll files

        Report format ..... W-2 forms
        Print for year ended Dec. 31, 19
        Custom Design (Y/N) ?

F1-Help  ESC-Exit  (SPACE BAR)-Use to change list
```

4. Press the ENTER key to accept the default.

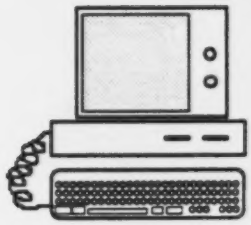
5. Key-enter the last two digits of the year. Type (current year) then press ENTER.

6. Press the ENTER key to accept the default "N" for custom design forms.

The computer will sort the accounts and the following screen will appear:



7. Press any key to accept the alignment.
8. Press the ENTER key to accept the default alignment.
9. Refer to the Week 6 Memorandum from the company accountant (HO 13) for the next step.



JOB SHEET 47: Closing the Year (Week 6)

Directions: Complete the following steps to close the year.

Materials: Dac Easy Payroll™ data disk, printer, and Week 6 Memorandum (HO 13)

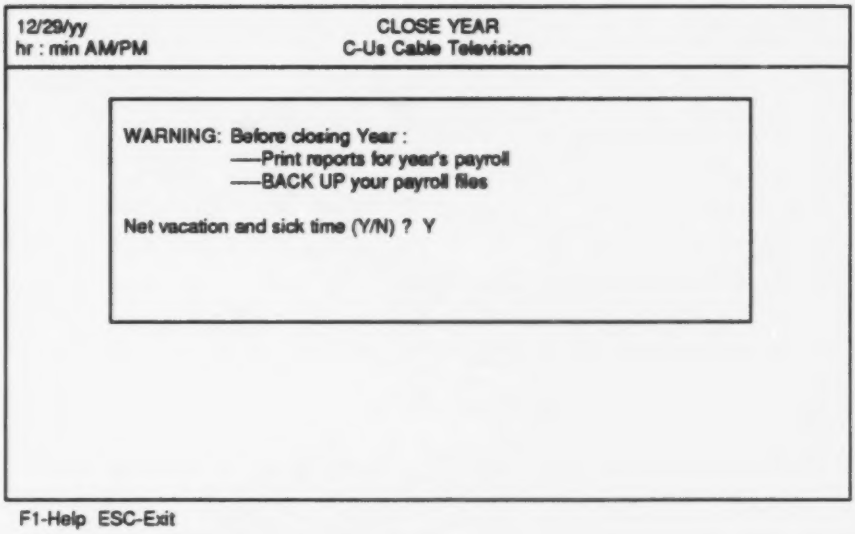
1. Load Dac Easy Payroll™ software. Type DEP3 A: then press ENTER.

   NOTE: If you are beginning a new session it may be necessary to change the date to reflect the last day of the week. Press the F4 Function key to change the date. Key-enter the date. Type 1229yy then press ENTER.

2. From the main menu choose the periodic option.

3. From the periodic menu choose option 8 (close year).

   The following screen will appear:



4. Press the ENTER key to accept the default.

5. Press the ENTER key to start the closing process.

   The computer will sort and close the accounts.

6. Press any key to return to the menu.

NOTE: This Job Sheet completes the Automated Accounting - Payroll Module.

141

PAYROLL REGISTER FOR C-US CABLE INSTALLATION DEPARTMENT

PAY PERIOD ENDING: November 30, 19 YY PAYMENT DATE: November 30,

	EMPLOYEE ID	NAME	MARITAL CODE	EXEMPTIONS	TOTAL HOURS	RATE	EARNINGS			DEDUCTIONS					NET PAY	
							REGULAR	OVERTIME	TOTAL	FICA 7.51%	FED WITH. TAX	STATE WITH. TAX	INSUR-ANCE	TOTAL		
1.	001	Chang, Won K.	3	4	46	7.50	300 00		300 00	22 53	12 69	5 30	15 00	55 52	244 48	1.
2.	002	Tyler, Sandi L.	1	1	40	7.50	300 00		300 00	22 53	36 06	6 09	15 00	79 68	220 32	2.
3.	003	Knipp, Scott S.	1	1	40	7.00	280 00		280 00	21 03	33 06	5 15	15 00	74 24	205 76	3.
4.	004	Heintz, Brett B.	3	2	43	8.25	330 00		330 00	24 78	28 73	6 69	15 00	75 20	254 80	4.
5.	005	Corbett, James W.	3	5	40	7.25	290 00		290 00	21 78	5 42	4 81	15 00	47 01	242 99	5.
6.	006	Brown, Edwin A.	1	1	41	7.50	300 00		300 00	22 53	36 06	6 09	15 00	79 68	220 32	6.
7.	007	Evans, Lauri	3	4	40	8.00	320 00		320 00	24 03	15 69	6 05	15 00	60 77	259 23	7.
8.	008	Rodrigues, Robert H.	3	2	40	7.00	280 00		280 00	21 03	21 23	4 67	15 00	61 93	218 07	8.
9.																9.
10.																10.
11.																11.
12.																12.
13.																13.
14.																14.
15.																15.
16.																16.
17.																17.
18.																18.
19.																19.
20.																20.
21.																21.
22.																22.
23.																23.
		TOTALS			320		2400 00		2400 00	180 24	188 94	44 85	120 00	534 03	1865 97	

PAYROLL REGISTER FOR C-US CABLE INSTALLATION DEPARTMENT

PAY PERIOD ENDING: December 7, 19 YY PAYMENT DATE: December 7,

	EMPLOYEE ID	NAME	MARITAL CODE	EXEMPTIONS	TOTAL HOURS	RATE	EARNINGS			DEDUCTIONS					NET PAY	
							REGULAR	OVERTIME	TOTAL	FICA 7.51%	FED WITH. TAX	STATE WITH. TAX	INSUR-ANCE	TOTAL		
1.	001	Chang, Won K.	3	4	46	7.50	300 00	67 50	367 50	27 60	22 82	7 99	15 00	73 41	294 09	1.
2.	002	Tyler, Sandi L.	1	1	40	7.50	300 00		300 00	22 53	36 06	6 09	15 00	79 68	220 32	2.
3.	003	Knipp, Scott S.	1	1	40	7.00	280 00		280 00	21 03	33 06	5 15	15 00	74 24	205 76	3.
4.	004	Heintz, Brett B.	3	2	43	8.25	330 00	37 14	367 14	27 57	34 30	8 21	15 00	85 08	282 06	4.
5.	005	Corbett, James W.	3	5	40	7.25	290 00		290 00	21 78	5 42	4 81	15 00	47 01	242 99	5.
6.	006	Brown, Edwin A.	1	1	41	7.50	300 00	11 25	311 25	23 37	37 75	6 66	15 00	82 78	228 47	6.
7.	007	Evans, Lauri	3	4	40	8.00	320 00		320 00	24 03	15 69	6 05	15 00	60 77	259 23	7.
8.	008	Rodrigues, Robert H.	3	2	40	7.00	280 00		280 00	21 03	21 23	4 67	15 00	61 93	218 07	8.
9.																9.
10.																10.
11.																11.
12.																12.
13.																13.
14.																14.
15.																15.
16.																16.
17.																17.
18.																18.
19.																19.
20.																20.
21.																21.
22.																22.
23.																23.
		TOTALS			330		2400 00	115 89	2515 89	188 94	206 33	49 63	120 00	564 90	1950 99	

PAYROLL REGISTER FOR C-US CABLE INSTALLATION DEPARTMENT

PAY PERIOD ENDING: December 14, 19 yy PAYMENT DATE: December 14,

	EMPLOYEE ID	NAME	MARITAL CODE	EXEMPTIONS	TOTAL HOURS	RATE	EARNINGS			DEDUCTIONS					NET PAY	
							REGULAR	OVERTIME	TOTAL	FICA 7.51%	FED WITH. TAX	STATE WITH. TAX	INSUR-ANCE	TOTAL		
1.	001	Chang, Won K.	3	4	43	7.50	300 00	33 75	333 75	25 06	17 75	6 61	15 00	64 42	269 33	1.
2.	002	Tyler, Sandi L.	1	1	40	7.50	300 00		300 00	22 53	36 06	6 09	15 00	79 68	220 32	2.
3.	003	Knipp, Scott S.	1	1	40	7.00	280 00		280 00	21 03	33 06	5 15	15 00	74 24	205 76	3.
4.	004	Heintz, Brett B.	3	2	40	8.25	330 00		330 00	24 78	28 73	6 69	15 00	75 20	254 80	4.
5.	005	Corbett, James W.	3	5	44	7.25	290 00	43 52	333 52	25 05	11 95	6 49	15 00	58 49	275 03	5.
6.	006	Brown, Edwin A.	1	1	40	7.50	300 00		300 00	22 53	36 06	6 09	15 00	79 68	220 32	6.
7.	007	Evans, Lauri	3	4	42	8.00	320 00	24 00	344 00	25 83	19 29	7 03	15 00	67 15	276 85	7.
8.	008	Rodrigues, Robert H.	3	2	41	7.00	280 00	10 50	290 50	21 82	22 81	5 13	15 00	64 76	225 74	8.
9.																9.
10.																10.
11.																11.
12.																12.
13.																13.
14.																14.
15.																15.
16.																16.
17.																17.
18.																18.
19.																19.
20.																20.
21.																21.
22.																22.
23.																23.
		TOTALS			330		2400 00	111 77	2511 77	188 63	205 71	49 28	120 00	563 62	1948 15	

167

ANSWER KEY TO ASSIGNMENT SHEET 3

PAYROLL REGISTER FOR C-US CABLE INSTALLATION DEPARTMENT

PAY PERIOD ENDING: December 21, 19 yy PAYMENT DATE: December 21,

	EMPLOYEE ID	NAME	MARITAL CODE	EXEMPTIONS	TOTAL HOURS	RATE	EARNINGS			DEDUCTIONS					NET PAY	
							REGULAR	OVERTIME	TOTAL	FICA 7.51%	FED WITH. TAX	STATE WITH. TAX	INSUR-ANCE	TOTAL		
1.	001	Chang, Won K.	3	4	41	7.50	300 00	11 25	311 25	23 37	14 38	5 73	15 00	58 48	252 77	1.
2.	002	Tyler, Sandi L.	1	1	40	7.50	300 00		300 00	22 53	36 06	6 09	15 00	79 68	220 32	2.
3.	003	Knipp, Scott S.	1	1	40	7.00	280 00		280 00	21 03	33 06	5 15	15 00	74 24	205 76	3.
4.	004	Heintz, Brett B.	3	2	42	8.25	330 00	24 76	354 76	26 64	32 44	7 70	15 00	81 78	272 98	4.
5.	005	Corbett, James W.	3	5	40	7.25	290 00		290 00	21 78	5 42	4 81	15 00	47 01	242 99	5.
6.	006	Brown, Edwin A.	1	1	40	7.50	300 00		300 00	22 53	36 06	6 09	15 00	79 68	220 32	6.
7.	007	Evans, Lauri	3	4	40	8.00	320 00		320 00	24 03	15 69	6 05	15 00	60 77	259 23	7.
8.	008	Rodrigues, Robert H.	3	2	40	7.00	280 00		280 00	21 03	21 23	4 67	15 00	61 93	218 07	8.
9.	009	Karman, Janice A.	3	2	40	7.50	300 00		300 00	22 53	24 23	5 52	15 00	67 28	232 72	9.
10.	010	Martin, Jim D.	3	4	40	8.25	330 00		330 00	24 78	17 19	6 46	15 00	63 43	266 57	10.
11.																11.
12.																12.
13.																13.
14.																14.
15.																15.
16.																16.
17.																17.
18.																18.
19.																19.
20.																20.
21.																21.
22.																22.
23.																23.
		TOTALS			403		3030 00	36 01	3066 01	230 25	235 76	58 27	150 00	674 28	2391 73	

PAYROLL REGISTER FOR C-US CABLE INSTALLATION DEPARTMENT

PAY PERIOD ENDING: December 29, 19 yy PAYMENT DATE: December 29,

	EMPLOYEE ID	NAME	MARITAL CODE	EXEMPTIONS	TOTAL HOURS	RATE	EARNINGS			DEDUCTIONS					NET PAY	
							REGULAR	OVERTIME	TOTAL	FICA 7.51%	FED WITH. TAX	STATE WITH. TAX	INSUR-ANCE	TOTAL		
1.	001	Chang, Won K.	3	4	40	7.50	300 00		300 00	22 53	12 69	5 30	15 00	55 52	244 48	1.
2.	002	Tyler, Sandi L.	1	1	40	7.50	300 00		300 00	22 53	36 06	6 09	15 00	79 68	220 32	2.
3.	003	Knipp, Scott S.	1	1	40	7.00	280 00		280 00	21 03	33 06	5 15	15 00	74 24	205 76	3.
4.	004	Heintz, Brett B.	3	2	40	8.25	330 00		330 00	24 78	28 73	6 69	15 00	75 20	254 80	4.
5.	005	Corbett, James W.	3	5	40	7.25	290 00		290 00	21 78	5 42	4 81	15 00	47 01	242 99	5.
6.	006	Brown, Edwin A.	1	1	40	7.50	300 00		300 00	22 53	36 06	6 09	15 00	79 68	220 32	6.
7.	007	Evans, Lauri	3	4	40	8.00	320 00		320 00	24 03	15 69	6 05	15 00	60 77	259 23	7.
8.	008	Rodrigues, Robert H.	3	2	40	7.00	280 00		280 00	21 03	21 23	4 67	15 00	61 93	218 07	8.
9.	009	Karman, Janice A.	3	2	40	7.50	300 00		300 00	22 53	24 23	5 52	15 00	67 28	232 72	9.
10.	010	Martin, Jim D.	3	4	40	8.25	330 00		330 00	24 78	17 19	6 46	15 00	63 43	266 57	10.
11.																11.
12.																12.
13.																13.
14.																14.
15.																15.
16.																16.
17.																17.
18.																18.
19.																19.
20.																20.
21.																21.
22.																22.
23.																23.
		TOTALS			400		3030 00	0 00	3030 00	227 55	230 36	56 83	150 00	664 74	2365 26	

169

ANSWER KEY TO ASSIGNMENT SHEET 5

Date : 11/23/90 EMPLOYEE DIRECTORY Time : 01:53 PM

---- Employee Data ----------

No. 001
Name Cheng, Won K.
Address 3406 Bray Ave.
City St. Louis State MO Zip 63110
Phone (314)445-8796 S.S.# 441-69-7584
Sex M Marital M Origin
Memo

---- Dates ----------

Birth	Hire	Raise	Review	Promotion	Termination
02/15/57	11/20/89	05/20/90	05/22/90		

---- Payment Information ----------

Dept 1 INSTALLATION
Title Line Installer

Pay suspended N
Frq(W/B/S/M) W
Type(H/S/C) H
Amount 7.50
Ovt1 11.25
Ovt2 15.00

Vacation: Date 11/20/90 Freq W
Hrs 1.538
Acrd 1.538
Paid 0.000

Sick Time: Date 11/20/90 Freq W
Hrs 0.769
Acrd 0.769
Paid 0.000

---- Tax Information ----------

Marital Code(1-4) 3 EIC(0-2) 0
Exempt(Y/N) FICA N FUTA N SUTA N
Allowances: Federal 4 State 4
State Tax Table No. 39 State Tax Modifications: # 0 $ 2400.00
City Tax Base(G/F/S) Tax % 0.0000
Amounts Added Fed 0.00 State 0.00 City 0.00

---------- Earnings ---------- Deductions ----------

Code	Description	Frq	Amount/Rate	Code	Description	Frq	Amount/Rate
				22	Insurance	W	15.0000

-------- Accumulated Earnings ---------- Accumulated Deductions -------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
Gross FWH	300.00	300.00	Fed W/H	12.69	12.69
Gross FICA	300.00	300.00	FICA W/H	22.53	22.53
Gross FUTA	300.00	300.00	State W/H	5.30	5.30
Gross SUTA	300.00	300.00	City W/H	0.00	0.00
Tips	0.00	0.00	SDIF	0.00	0.00
E.I.C.	0.00	0.00	Insurance	15.00	15.00
Net Paid	244.48	244.48			
Days Paid	5.00	5.00			
Hours Paid	40.00	40.00			
Ovt Hrs Paid	0.00	0.00			

---------- Accumulated Liabilities ----------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
FICA	22.53	22.53			
FUTA	18.60	18.60			
SUTA	7.53	7.53			

NOTE: The print-outs included here as the Key to Job Sheets are dated 1990. The print-outs generated by your students will show the current year. The time of day will vary.

---- Employee Data ----------

No. 002
Name Tyler, Sandi L.
Address 2701 Quail Dr.
City St. Charles State MO Zip 63510
Phone (314)445-6101 S.S.# 440-63-2187
Sex F Marital S Origin
Memo

---- Dates ----------

Birth	Hire	Raise	Review	Promotion	Termination
08/19/63	11/20/89	05/20/90	11/20/90		

---- Payment Information ----------

Dept 1 INSTALLATION
Title Line Installer

Pay suspended N
Frq(W/B/S/M) W
Type(H/S/C) H
Amount 7.50
Ovt1 11.25
Ovt2 15.00

Vacation: Date 11/20/90 Freq W
Hrs 1.538
Acrd 1.538
Paid 0.000

Sick Time: Date 11/20/90 Freq W
Hrs 0.769
Acrd 0.769
Paid 0.000

---- Tax Information ----------

Marital Code(1-4) 1 EIC(0-2) 0
Exempt(Y/N) FICA N FUTA N SUTA N
Allowances: Federal 1 State 1
State Tax Table No. 39 State Tax Modifications: # 0 $ 1200.00
City Tax Base(G/F/S) Tax % 0.0000
Amounts Added Fed 0.00 State 0.00 City 0.00

---------- Earnings ---------- Deductions ----------

Code	Description	Frq	Amount/Rate	Code	Description	Frq	Amount/Rate
				22	Insurance	W	15.0000

-------- Accumulated Earnings -------- Accumulated Deductions -------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
Gross FWH	300.00	300.00	Fed W/H	36.06	36.06
Gross FICA	300.00	300.00	FICA W/H	22.53	22.53
Gross FUTA	300.00	300.00	State W/H	6.09	6.09
Gross SUTA	300.00	300.00	City W/H	0.00	0.00
Tips	0.00	0.00	SDIF	0.00	0.00
E.I.C.	0.00	0.00	Insurance	15.00	15.00
Net Paid	220.32	220.32			
Days Paid	5.00	5.00			
Hours Paid	40.00	40.00			
Ovt Hrs Paid	0.00	0.00			

---------- Accumulated Liabilities ----------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
FICA	22.53	22.53			
FUTA	18.60	18.60			
SUTA	7.53	7.53			

Date : 11/23/90 EMPLOYEE DIRECTORY Time : 01:53 PM

---- Employee Data ----------

No. 003
Name Knipp, Scott S.
Address 12090 W. Hwy EE
City Normandy State MO Zip 63587
Phone (314)876-2584 S.S.# 413-87-5987
Sex M Marital S Origin
Memo

---- Dates ----------

Birth	Hire	Raise	Review	Promotion	Termination
12/06/69	11/20/89	05/20/90	05/20/90		

---- Payment Information ----------

Dept 1 INSTALLATION
Title Line Installer

Pay suspended N
Frq(W/B/S/M) W
Type(H/S/C) H
Amount 7.00
Ovt1 10.50
Ovt2 14.00

Vacation: Date 11/20/90 Freq W
Hrs 1.538
Acrd 1.538
Paid 0.000

Sick Time: Date 11/20/90 Freq W
Hrs 0.769
Acrd 0.769
Paid 0.000

---- Tax Information ----------

Marital Code(1-4) 1 EIC(0-2)
Exempt(Y/N) FICA N FUTA N SUTA N
Allowances: Federal 1 State 1
State Tax Table No. 39 State Tax Modifications: # 0 $ 1200.00
City Tax Base(G/F/S) Tax % 0.0000
Amounts Added Fed 0.00 State 0.00 City 0.00

---------- Earnings ---------- Deductions ----------

Code	Description	Frq	Amount/Rate	Code	Description	Frq	Amount/Rate
				22	Insurance	W	15.0000

-------- Accumulated Earnings ---------- Accumulated Deductions -------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
Gross FWH	280.00	280.00	Fed W/H	33.06	33.06
Gross FICA	280.00	280.00	FICA W/H	21.03	21.03
Gross FUTA	280.00	280.00	State W/H	5.15	5.15
Gross SUTA	280.00	280.00	City W/H	0.00	0.00
Tips	0.00	0.00	SDIF	0.00	0.00
E.I.C.	0.00	0.00	Insurance	15.00	15.00
Net Paid	205.76	205.76			
Days Paid	5.00	5.00			
Hours Paid	40.00	40.00			
Ovt Hrs Paid	0.00	0.00			

---------- Accumulated Liabilities ----------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
FICA	21.03	21.03			
FUTA	17.36	17.36			
SUTA	7.03	7.03			

---- Employee Data ----------

No. 004
Name Heintz, Brett B.
Address 3005 Anderson Ave.
City St. Louis State MO Zip 63112
Phone (314)587-2146 S.S.# 452-58-2849
Sex M Marital M Origin
Memo

---- Dates ----------

Birth	Hire	Raise	Review	Promotion	Termination
06/24/53	11/20/89	05/20/90	05/20/90		

---- Payment Information ----------

Dept 1 INSTALLATION
Title Line Installer

Pay suspended N
Frq(W/B/S/M) W
Type(H/S/C) H
Amount 8.25
Ovt1 12.38
Ovt2 16.50

Vacation: Date 11/20/90 Freq W
Hrs 1.538
Acrd 1.538
Paid 0.000

Sick Time: Date 11/20/90 Freq W
Hrs 0.769
Acrd 0.769
Paid 0.000

---- Tax Information ----------

Marital Code(1-4) 3 EIC(0-2)
Exempt(Y/N) FICA N FUTA N SUTA N
Allowances: Federal 2 State 2
State Tax Table No. 39 State Tax Modifications: # 0 $ 2400.00
City Tax Base(G/F/S) Tax % 0.0000
Amounts Added Fed 0.00 State 0.00 City 0.00

---------- Earnings ---------- Deductions ----------

Code	Description	Frq	Amount/Rate	Code	Description	Frq	Amount/Rate
				22	Insurance	W	15.0000

-------- Accumulated Earnings -------- Accumulated Deductions -------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
Gross FWH	330.00	330.00	Fed W/H	28.73	28.73
Gross FICA	330.00	330.00	FICA W/H	24.78	24.78
Gross FUTA	330.00	330.00	State W/H	6.69	6.69
Gross SUTA	330.00	330.00	City W/H	0.00	0.00
Tips	0.00	0.00	SDIF	0.00	0.00
E.I.C.	0.00	0.00	Insurance	15.00	15.00
Net Paid	254.80	254.80			
Days Paid	5.00	5.00			
Hours Paid	40.00	40.00			
Ovt Hrs Paid	0.00	0.00			

---------- Accumulated Liabilities ----------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
FICA	24.78	24.78			
FUTA	20.46	20.46			
SUTA	8.29	8.29			

Date : 11/23/90 EMPLOYEE DIRECTORY Time : 01:53 PM

---- Employee Data ----------

No. 005
Name Corbett, James W.
Address 210 Vaughn St.
City St. Louis State MO Zip 63110
Phone (314)445-0268 S.S.# 441-52-8885
Sex M Marital M Origin
Memo

---- Dates ----------

Birth	Hire	Raise	Review	Promotion	Termination
07/11/62	11/20/89	05/20/90	05/20/90		

---- Payment Information ----------

Dept 1 INSTALLATION
Title Line Installer
Pay suspended N
Frq(W/B/S/M) W
Type(H/S/C) H
Amount 7.25
Ovt1 10.88
Ovt2 14.50

Vacation: Date 11/20/90 Freq W
Hrs 1.538
Acrd 1.538
Paid 0.000

Sick Time: Date 11/20/90 Freq W
Hrs 0.769
Acrd 0.769
Paid 0.000

---- Tax Information ----------

Marital Code(1-4) 3 EIC(0-2)
Exempt(Y/N) FICA N FUTA N SUTA N
Allowances: Federal 5 State 5
State Tax Table No. 39 State Tax Modifications: # 0 $ 2400.00
City Tax Base(G/F/S) Tax % 0.0000
Amounts Added Fed 0.00 State 0.00 City 0.00

---------- Earnings ---------- Deductions ----------

Code	Description	Frq	Amount/Rate	Code	Description	Frq	Amount/Rate
				22	Insurance	W	15.0000

-------- Accumulated Earnings ---------- Accumulated Deductions -------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
Gross FWH	290.00	290.00	Fed W/H	5.42	5.42
Gross FICA	290.00	290.00	FICA W/H	21.78	21.78
Gross FUTA	290.00	290.00	State W/H	4.81	4.81
Gross SUTA	290.00	290.00	City W/H	0.00	0.00
Tips	0.00	0.00	SDIF	0.00	0.00
E.I.C.	0.00	0.00	Insurance	15.00	15.00
Net Paid	242.99	242.99			
Days Paid	5.00	5.00			
Hours Paid	40.00	40.00			
Ovt Hrs Paid	0.00	0.00			

---------- Accumulated Liabilities ----------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
FICA	21.78	21.78			
FUTA	17.98	17.98			
SUTA	7.28	7.28			

---- Employee Data ----------

No. 006
Name Brown, Edwin A.
Address 5301 E. St. Charles Rd.
City St. Charles State MO Zip 64587
Phone (314)587-2194 S.S.# 435-80-0249
Sex M Marital S Origin
Memo

---- Dates ----------

Birth	Hire	Raise	Review	Promotion	Termination
01/22/69	11/20/89	05/20/90	05/20/90		

---- Payment Information ----------

Dept 1 INSTALLATION
Title Line Installer
Pay suspended N
Frq(W/B/S/M) W
Type(H/S/C) H
Amount 7.50
Ovt1 11.25
Ovt2 15.00

Vacation: Date 11/20/90 Freq W
Hrs 1.538
Acrd 1.538
Paid 0.000

Sick Time: Date 11/20/90 Freq W
Hrs 0.769
Acrd 0.769
Paid 0.000

---- Tax Information ----------

Marital Code(1-4) 1 EIC(0-2)
Exempt(Y/N) FICA N FUTA N SUTA N
Allowances: Federal 1 State 1
State Tax Table No. 39 State Tax Modifications: # 0 $ 1200.00
City Tax Base(G/F/$) Tax % 0.0000
Amounts Added Fed 0.00 State 0.00 City 0.00

---------- Earnings ---------- Deductions ----------

Code	Description	Frq	Amount/Rate
22	Insurance	W	15.0000

-------- Accumulated Earnings -------- Accumulated Deductions -------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
Gross FWH	300.00	300.00	Fed W/H	36.06	36.06
Gross FICA	300.00	300.00	FICA W/H	22.53	22.53
Gross FUTA	300.00	300.00	State W/H	6.09	6.09
Gross SUTA	300.00	300.00	City W/H	0.00	0.00
Tips	0.00	0.00	SDIF	0.00	0.00
E.I.C.	0.00	0.00	Insurance	15.00	15.00

Net Paid	220.32	220.32
Days Paid	5.00	5.00
Hours Paid	40.00	40.00
Ovt Hrs Paid	0.00	0.00

---------- Accumulated Liabilities ----------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
FICA	22.53	22.53			
FUTA	18.60	18.60			
SUTA	7.53	7.53			

Date : 11/23/90 EMPLOYEE DIRECTORY Time : 01:54 PM

---- Employee Data ----------

No. 007
Name Evans, Laurie
Address 1310 Pickford Ln.
City St. Louis State MO Zip 63110
Phone (314)587-2113 S.S.# 440-57-1298
Sex F Marital M Origin
Memo

---- Dates ----------

Birth	Hire	Raise	Review	Promotion	Termination
10/30/58	11/20/89	05/20/90	05/20/90		

---- Payment Information ----------

Dept 1 INSTALLATION
Title Line Installer

Pay suspended N
Frq(W/B/S/M) W
Type(H/S/C) H
Amount 8.00
Ovt1 12.00
Ovt2 16.00

Vacation: Date 05/20/90 Freq W
Hrs 1.538
Acrd 1.538
Paid 0.000

Sick Time: Date 05/20/90 Freq W
Hrs 0.769
Acrd 0.769
Paid 0.000

---- Tax Information ----------

Marital Code(1-4) 3 EIC(0-2)
Exempt(Y/N) FICA N FUTA N SUTA N
Allowances: Federal 4 State 4
State Tax Table No. 39 State Tax Modifications: # 0 $ 2400.00
City Tax Base(G/F/S) Tax % 0.0000
Amounts Added Fed 0.00 State 0.00 City 0.00

---------- Earnings ---------- Deductions ----------

Code	Description	Frq	Amount/Rate	Code	Description	Frq	Amount/Rate
				22	Insurance	W	15.0000

-------- Accumulated Earnings ---------- Accumulated Deductions -------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
Gross FWH	320.00	320.00	Fed W/H	15.69	15.69
Gross FICA	320.00	320.00	FICA W/H	24.03	24.03
Gross FUTA	320.00	320.00	State W/H	6.05	6.05
Gross SUTA	320.00	320.00	City W/H	0.00	0.00
Tips	0.00	0.00	SDIF	0.00	0.00
E.I.C.	0.00	0.00	Insurance	15.00	15.00

Net Paid	259.23	259.23
Days Paid	5.00	5.00
Hours Paid	40.00	40.00
Ovt Hrs Paid	0.00	0.00

---------- Accumulated Liabilities ----------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
FICA	24.03	24.03			
FUTA	19.84	19.84			
SUTA	8.04	8.04			

Date : 11/23/90 EMPLOYEE DIRECTORY Time : 01:54 PM

---- Employee Data ----------

No. 008
Name Rodriguez, Robert H.
Address 5617 Clearview Rd.
City St. Louis State MO Zip 63110
Phone (314)587-2618 S.S.# 442-51-4428
Sex M Marital M Origin
Memo

---- Dates ----------

Birth	Hire	Raise	Review	Promotion	Termination
02/03/60	11/20/89	05/20/90	05/20/90		

---- Payment Information ----------

Dept 1 INSTALLATION
Title Line Installer

Pay suspended N
Frq(W/B/S/M) W
Type(H/S/C) H
Amount 7.00
Ovt1 10.50
Ovt2 14.00

Vacation: Date 11/20/90 Freq W
Hrs 1.538
Acrd 1.538
Paid 0.000

Sick Time: Date 11/20/90 Freq W
Hrs 0.769
Acrd 0.769
Paid 0.000

---- Tax Information ----------

Marital Code(1-4) 3 EIC(0-2)
Exempt(Y/N) FICA N FUTA N SUTA N
Allowances: Federal 2 State 2
State Tax Table No. 39 State Tax Modifications: # 0 $ 2400.00
City Tax Base(G/F/S) Tax % 0.0000
Amounts Added Fed 0.00 State 0.00 City 0.00

---------- Earnings ---------- Deductions ----------

Code	Description	Frq	Amount/Rate	Code	Description	Frq	Amount/Rate
				22	Insurance	W	15.0000

-------- Accumulated Earnings -------- Accumulated Deductions -------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
Gross FWH	280.00	280.00	Fed W/H	21.23	21.23
Gross FICA	280.00	280.00	FICA W/H	21.03	21.03
Gross FUTA	280.00	280.00	State W/H	4.67	4.67
Gross SUTA	280.00	280.00	City W/H	0.00	0.00
Tips	0.00	0.00	SDIF	0.00	0.00
E.I.C.	0.00	0.00	Insurance	15.00	15.00

Net Paid	218.07	218.07
Days Paid	5.00	5.00
Hours Paid	40.00	40.00
Ovt Hrs Paid	0.00	0.00

---------- Accumulated Liabilities ----------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
FICA	21.03	21.03			
FUTA	17.36	17.36			
SUTA	7.03	7.03			

ANSWER KEY TO JOB SHEET 2 - CRITERIA TO BE DETERMINED BY INSTRUCTOR

ANSWER KEY TO JOB SHEET 3

Date : 11/30/90
Time : 12:56 AM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

WEEKLY PAYROLL REGISTER : HOURLY

Code	Employee Name	Earnings Cd	Description	Number	Amount	Deductions Cd	Description	Amount	Net to Pay	Liabilities Description	Amount
001	Chang, Won K.	2	Hourly	40.000	300.00	16	FWH Tax	12.69		FICA	22.53
						17	FICA	22.53		FUTA	18.60
						18	SWH Tax	5.30		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			55.52	244.48		48.66
002	Tyler, Sandi L.	2	Hourly	40.000	300.00	16	FWH Tax	36.06		FICA	22.53
						17	FICA	22.53		FUTA	18.60
						18	SWH Tax	6.09		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			79.68	220.32		48.66
003	Knipp, Scott S.	2	Hourly	40.000	280.00	16	FWH Tax	33.06		FICA	21.03
						17	FICA	21.03		FUTA	17.36
						18	SWH Tax	5.15		SUTA	7.03
						22	Insurance	15.00			
			Total		280.00			74.24	205.76		45.42
004	Heintz, Brett B.	2	Hourly	40.000	330.00	16	FWH Tax	28.73		FICA	24.78
						17	FICA	24.78		FUTA	20.46
						18	SWH Tax	6.69		SUTA	8.29
						22	Insurance	15.00			
			Total		330.00			75.20	254.80		53.53
005	Corbett, James W.	2	Hourly	40.000	290.00	16	FWH Tax	5.42		FICA	21.78
						17	FICA	21.78		FUTA	17.98
						18	SWH Tax	4.81		SUTA	7.28
						22	Insurance	15.00			
			Total		290.00			47.01	242.99		47.04
006	Brown, Edwin A.	2	Hourly	40.000	300.00	16	FWH Tax	36.06		FICA	22.53
						17	FICA	22.53		FUTA	18.60
						18	SWH Tax	6.09		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			79.68	220.32		48.66

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

WEEKLY PAYROLL REGISTER : HOURLY

Code	Employee Name	Earnings Cd	Description	Number	Amount	Deductions Cd	Description	Amount	Net to Pay	Liabilities Description	Amount
007	Evans, Laurie	2	Hourly	40.000	320.00	16	FWH Tax	15.69		FICA	24.03
						17	FICA	24.03		FUTA	19.84
						18	SWH Tax	6.05		SUTA	8.04
						22	Insurance	15.00			
			Total		320.00			60.77	259.23		51.91
008	Rodriguez, Robert H.	2	Hourly	40.000	280.00	16	FWH Tax	21.23		FICA	21.03
						17	FICA	21.03		FUTA	17.36
						18	SWH Tax	4.67		SUTA	7.03
						22	Insurance	15.00			
			Total		280.00			61.93	218.07		45.42
	Total 1 INSTALLATION	2	Hourly	320.000	2400.00	16	FWH Tax	188.94		FICA	180.24
						17	FICA	180.24		FUTA	148.80
						18	SWH Tax	44.85		SUTA	60.26
						22	Insurance	120.00			
			Total		2400.00			534.03	1865.97		38[illegible]
	Company Totals	2	Hourly	320.000	2400.00	16	FWH Tax	188.94		FICA	180.24
						17	FICA	180.24		FUTA	148.80
						18	SWH Tax	44.85		SUTA	60.26
						22	DEDUCTION	120.00			
			Total		2400.00			534.03	1865.97		389.30

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**** VOID - VOID ****
**** VOID - VOID ****

001000

001 Won K. Chang 1 INSTALLATION

2	Hourly	40.000	300.00	16 FWH Tax	12.69		
				17 FICA	22.53	001001	
				18 SWH Tax	5.30		
				22 Insurance	15.00		

11/30/90

300.00 55.52 ****244.48

300.00	0.00	12.69	22.53	5.30	0.00	15.00

001 001001

(TWO HUNDRED FORTY FOUR DOLLARS AND 48/CENTS)

11/30/90 ****244.48

Won K. Chang
3406 Bray Ave.
St. Louis, MO 63110

002 Sandi L. Tyler 162 1 INSTALLATION

2	Hourly	40.000	300.00	16 FWH Tax	36.06		
				17 FICA	22.53	001002	
				18 SWH Tax	6.09		
				22 Insurance	15.00		
						11/30/90	
			300.00		79.68	****220.32	

300.00	0.00	36.06	22.53	6.09	0.00	15.00

002 001002

(TWO HUNDRED TWENTY DOLLARS AND 32/CENTS)

11/30/90 ****220.32

Sandi L. Tyler
2701 Quail Dr.
St. Charles, MO 63510

003 Scott S. Knipp 1 INSTALLATION

2	Hourly	40.000	280.00	16 FWH Tax	33.06		
				17 FICA	21.03	001003	
				18 SWH Tax	5.15		
				22 Insurance	15.00		
						11/30/90	
			280.00		74.24	****205.76	

280.00	0.00	33.06	21.03	5.15	0.00	15.00

003 001003

(TWO HUNDRED FIVE DOLLARS AND 76/CENTS)

11/30/90 ****205.76

Scott S. Knipp
12090 W. Hwy EE
Normandy, MO 63587

004 Brett B. Heintz 1 INSTALLATION

2	Hourly	40.000	330.00	16 FWH Tax	28.73	
				17 FICA	24.78	001004
				18 SWH Tax	6.69	
				22 Insurance	15.00	

11/30/90

330.00 75.20 ****254.80

330.00	0.00	28.73	24.78	6.69	0.00	15.00

004 001004

(TWO HUNDRED FIFTY FOUR DOLLARS AND 80/CENTS)

11/30/90 ****254.80

Brett B. Heintz
3005 Anderson Ave.
St. Louis, MO 63112

005 James W. Corbett 164 1 INSTALLATION

2	Hourly	40.000	290.00	16 FWH Tax	5.42	
				17 FICA	21.78	001005
				18 SWH Tax	4.81	
				22 Insurance	15.00	

11/30/90

290.00 47.01 ****242.99

290.00 0.00 5.42 21.78 4.81 0.00 15.00

005 001005

(TWO HUNDRED FORTY TWO DOLLARS AND 99/CENTS)

11/30/90 ****242.99

James W. Corbett
210 Waughn St.
St. Louis, MO 63110

006 Edwin A. Brown 1 INSTALLATION

2 Hourly 40.000 300.00
16 FWH Tax 36.06
17 FICA 22.53 001006
18 SWH Tax 6.09
22 Insurance 15.00

11/30/90

300.00 79.68 ****220.32

300.00 0.00 36.06 22.53 6.09 0.00 15.00

006 001006

(TWO HUNDRED TWENTY DOLLARS AND 32/CENTS)

11/30/90 ****220.32

Edwin A. Brown
5301 E. St. Charles Rd.
St. Charles, MO 64587

007 Laurie Evans 1 INSTALLATION

2	Hourly	40.000	320.00	16 FWH Tax	15.69		
				17 FICA	24.03	001007	
				18 SWH Tax	6.05		
				22 Insurance	15.00		

11/30/90

320.00 60.77 ****259.23

320.00	0.00	15.69	24.03	6.05	0.00	15.00

007 001007

(TWO HUNDRED FIFTY NINE DOLLARS AND 23/CENTS)

11/30/90 ****259.23

Laurie Evans
1310 Pickford Ln.
St. Louis, MO 63110

008 Robert H. Rodriguez 1 INSTALLATION

2	Hourly	40.000	280.00	16 FWH Tax	21.23	
				17 FICA	21.03	001008
				18 SWH Tax	4.67	
				22 Insurance	15.00	

11/30/90

		280.00			61.93	****218.07
280.00	0.00	21.23	21.03	4.67	0.00	15.00

008 001008

(TWO HUNDRED EIGHTEEN DOLLARS AND 07/CENTS)

11/30/90 ****218.07

Robert H. Rodriguez
5617 Clearview Rd.
St. Louis, MO 63110

ANSWER KEY TO JOB SHEET 5

Date : 11/30/90
Time : 01:07 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

CHECK REGISTER REPORT: UNPAID

Check #	Date	Code	Employee Name	Earnings	Deductions	Net Paid	Paid?
001000	11/30/90		V O I D				
001001	11/30/90	001	Chang, Won K.	300.00	55.52	244.48	No
001002	11/30/90	002	Tyler, Sandi L.	300.00	79.68	220.32	No
001003	11/30/90	003	Knipp, Scott S.	280.00	74.24	205.76	No
001004	11/30/90	004	Heintz, Brett B.	330.00	75.20	254.80	No
001005	11/30/90	005	Corbett, James W.	290.00	47.01	242.99	No
001006	11/30/90	006	Brown, Edwin A.	300.00	79.68	220.32	No
001007	11/30/90	007	Evans, Laurie	320.00	60.77	259.23	No
001008	11/30/90	008	Rodriguez, Robert H.	280.00	61.93	218.07	No
			Checks Total 8	2400.00	534.03	1865.97	
			Voided 1				

Date : 11/30/90
Time : 01:08 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALLATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
001	Chang, Won K.	2	Hourly		40.000	300.00	
002	Tyler, Sandi L.				40.000	300.00	
003	Knipp, Scott S.				40.000	280.00	
004	Heintz, Brett B.				40.000	330.00	
005	Corbett, James W.				40.000	290.00	
006	Brown, Edwin A.				40.000	300.00	
007	Evans, Laurie				40.000	320.00	
008	Rodriguez, Robert H.				40.000	280.00	
			Total Acct.	5205	320.000	2400.00	
001	Chang, Won K.	16	FWH Tax				12.69
002	Tyler, Sandi L.						36.06
003	Knipp, Scott S.						33.06
004	Heintz, Brett B.						28.73
005	Corbett, James W.						5.42
006	Brown, Edwin A.						36.06
007	Evans, Laurie						15.69
008	Rodriguez, Robert H.						21.23
			Total Acct.	2104			188.94
001	Chang, Won K.	17	FICA				22.53
002	Tyler, Sandi L.						22.53
003	Knipp, Scott S.						21.03
004	Heintz, Brett B.						24.78
005	Corbett, James W.						21.78
006	Brown, Edwin A.						22.53
007	Evans, Laurie						24.03
008	Rodriguez, Robert H.						21.03
			Total Acct.	2105			180.24
001	Chang, Won K.	18	SWH Tax				5.30
002	Tyler, Sandi L.						6.09
003	Knipp, Scott S.						5.15
004	Heintz, Brett B.						6.69
005	Corbett, James W.						4.81
006	Brown, Edwin A.						6.09
007	Evans, Laurie						6.05
008	Rodriguez, Robert H.						4.67

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALLATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
			Total Acct.	2106			44.85
001	Chang, Won K.	22	Insurance				15.00
002	Tyler, Sandi L.						15.00
003	Knipp, Scott S.						15.00
004	Heintz, Brett B.						15.00
005	Corbett, James W.						15.00
006	Brown, Edwin A.						15.00
007	Evans, Laurie						15.00
008	Rodriguez, Robert H.						15.00
			Total Acct.	2109			120.00
001	Chang, Won K.	31	FICA			22.53	22.53
002	Tyler, Sandi L.					22.53	22.53
003	Knipp, Scott S.					21.03	21.03
004	Heintz, Brett B.					24.78	24.78
005	Corbett, James W.					21.78	21.78
006	Brown, Edwin A.					22.53	22.53
007	Evans, Laurie					24.03	24.03
008	Rodriguez, Robert H.					21.03	21.03
			Total Acct.	5201		180.24	
				2101			180.24
001	Chang, Won K.	32	FUTA			18.60	18.60
002	Tyler, Sandi L.					18.60	18.60
003	Knipp, Scott S.					17.36	17.36
004	Heintz, Brett B.					20.46	20.46
005	Corbett, James W.					17.98	17.98
006	Brown, Edwin A.					18.60	18.60
007	Evans, Laurie					19.84	19.84
008	Rodriguez, Robert H.					17.36	17.36
			Total Acct.	5202		148.80	
				2102			148.80
001	Chang, Won K.	33	SUTA			7.53	7.53
002	Tyler, Sandi L.					7.53	7.53
003	Knipp, Scott S.					7.03	7.03
004	Heintz, Brett B.					8.29	8.29
005	Corbett, James W.					7.28	7.28
006	Brown, Edwin A.					7.53	7.53
007	Evans, Laurie					8.04	8.04
008	Rodriguez, Robert H.					7.03	7.03

Date : 11/30/90
Time : 01:09 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALLATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
			Total Acct.	5203		60.26	
				2103			60.26
			Checking	11103			1865.97
						2789.30	2789.30

Date : 11/30/90
Time : 01:16 PM

C-Us Cable Television
1253 S. 12th St.

Page no. 1

St. Louis, MO 63110
WEEKLY PAYROLL G/L TRANSACTION CODE PY1130

Account #	Debits	Credits
11103		1865.97
2101		180.24
2102		148.80
2103		60.26
2104		188.94
2105		180.24
2106		44.85
2109		120.00
5201	180.24	
5202	148.80	
5203	60.26	
5205	2400.00	
Totals:	2789.30	2789.30

Date : 11/30/90
Time : 01:17 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

Page no. 1

PAYROLL MONTHLY REPORT

Date	Normal Earnings	Overtime Earnings	Other Earnings	FWH	FICA	Other Deductions	FICA Employer	FUTA Employer	SUTA Employer	Other Liabilities
Employee 001	Chang, Won K.									
11/30/90	300.00	0.00	0.00	12.69	22.53	20.30	22.53	18.60	7.53	0.00
Sub-Totals	300.00	0.00	0.00	12.69	22.53	20.30	22.53	18.60	7.53	0.00
Employee 002	Tyler, Sandi L.									
11/30/90	300.00	0.00	0.00	36.06	22.53	21.09	22.53	18.60	7.53	0.00
Sub-Totals	300.00	0.00	0.00	36.06	22.53	21.09	22.53	18.60	7.53	0.00
Employee 003	Knipp, Scott S.									
11/30/90	280.00	0.00	0.00	33.06	21.03	20.15	21.03	17.36	7.03	0.00
Sub-Totals	280.00	0.00	0.00	33.06	21.03	20.15	21.03	17.36	7.03	0.00
Employee 004	Heintz, Brett B.									
11/30/90	330.00	0.00	0.00	28.73	24.78	21.69	24.78	20.46	8.29	0.00
Sub-Totals	330.00	0.00	0.00	28.73	24.78	21.69	24.78	20.46	8.29	0.00
Employee 005	Corbett, James W.									
11/30/90	290.00	0.00	0.00	5.42	21.78	19.81	21.78	17.98	7.28	0.00
Sub-Totals	290.00	0.00	0.00	5.42	21.78	19.81	21.78	17.98	7.28	0.00
Employee 006	Brown, Edwin A.									
11/30/90	300.00	0.00	0.00	36.06	22.53	21.09	22.53	18.60	7.53	0.00
Sub-Totals	300.00	0.00	0.00	36.06	22.53	21.09	22.53	18.60	7.53	0.00
Employee 007	Evans, Laurie									
11/30/90	320.00	0.00	0.00	15.69	24.03	21.05	24.03	19.84	8.04	0.00
Sub-Totals	320.00	0.00	0.00	15.69	24.03	21.05	24.03	19.84	8.04	0.00
Employee 008	Rodriguez, Robert H.									
11/30/90	280.00	0.00	0.00	21.23	21.03	19.67	21.03	17.36	7.03	0.00
Sub-Totals	280.00	0.00	0.00	21.23	21.03	19.67	21.03	17.36	7.03	0.00
Totals	2400.00	0.00	0.00	188.94	180.24	164.85	180.24	148.80	60.26	0.00

ANSWER KEY TO JOB SHEET 8

ANSWER KEY TO JOB SHEET 9 - CRITERIA TO BE DETERMINED BY INSTRUCTOR

ANSWER KEY TO JOB SHEET 10 - CRITERIA TO BE DETERMINED BY INSTRUCTOR

192

ANSWER KEY TO JOB SHEET 12 - CRITERIA TO BE DETERMINED BY INSTRUCTOR

193

Date : 12/07/90
Time : 02:27 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

Page no. 1

WEEKLY PAYROLL REGISTER : HOURLY

Code	Employee Name	Earnings Cd	Description	Number	Amount	Deductions Cd	Description	Amount	Net to Pay	Liabilities Description	Amount
001	Chang, Won K.	2	Hourly	40.000	300.00						
		3	Overtime #1	6.000	67.50						
			Total		367.50			0.00	367.50		0.00
004	Heintz, Brett B.	2	Hourly	40.000	330.00						
		3	Overtime #1	3.000	37.14						
			Total		367.14			0.00	367.14		0.00
006	Brown, Edwin A.	2	Hourly	40.000	300.00						
		3	Overtime #1	1.000	11.25						
			Total		311.25			0.00	311.25		0.00
	Total 1 INSTALATION	2	Hourly	120.000	930.00						
		3	Overtime #1	10.000	115.89						
			Total		1045.89			0.00	1045.89		0.00
	Company Totals	2	Hourly	120.000	930.00						
		3	Overtime #1	10.000	115.89						
			Total		1045.89			0.00	1045.89		0.00

ANSWER KEY TO JOB SHEET 11

ANSWER KEY TO JOB SHEET 13

Date : 12/07/90
Time : 02:35 PM

C-Us Cable Television
1253 S. 12th St.
St. Louis, MO 63110

WEEKLY PAYROLL REGISTER : HOURLY

		Earnings				Deductions			Liabilities	
Code	Employee Name	Cd	Description	Number	Amount	Cd	Description	Amount	Net to Pay	Description	Amount
001	Chang, Won K.	2	Hourly	40.000	300.00	16	FWH Tax	22.82		FICA	27.60
		3	Overtime #1	6.000	67.50	17	FICA	27.60		FUTA	22.78
						18	SWH Tax	7.99		SUTA	9.23
						22	Insurance	15.00			
			Total		367.50			73.41	294.09		59.61
002	Tyler, Sandi L.	2	Hourly	40.000	300.00	16	FWH Tax	36.06		FICA	22.53
						17	FICA	22.53		FUTA	18.60
						18	SWH Tax	6.09		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			79.68	220.32		48.66
003	Knipp, Scott S.	2	Hourly	40.000	280.00	16	FWH Tax	33.06		FICA	21.03
						17	FICA	21.03		FUTA	17.36
						18	SWH Tax	5.15		SUTA	7.03
						22	Insurance	15.00			
			Total		280.00			74.24	205.76		45.42
004	Heintz, Brett B.	2	Hourly	40.000	330.00	16	FWH Tax	34.30		FICA	2
		3	Overtime #1	3.000	37.14	17	FICA	27.57		FUTA	22.76
						18	SWH Tax	8.21		SUTA	9.22
						22	Insurance	15.00			
			Total		367.14			85.08	282.06		59.55
005	Corbett, James W.	2	Hourly	40.000	290.00	16	FWH Tax	5.42		FICA	21.78
						17	FICA	21.78		FUTA	17.98
						18	SWH Tax	4.81		SUTA	7.28
						22	Insurance	15.00			
			Total		290.00			47.01	242.99		47.04
006	Brown, Edwin A.	2	Hourly	40.000	300.00	16	FWH Tax	37.75		FICA	23.37
		3	Overtime #1	1.000	11.25	17	FICA	23.37		FUTA	19.30
						18	SWH Tax	6.66		SUTA	7.82
						22	Insurance	15.00			
			Total		311.25			82.78	228.47		50.49

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

WEEKLY PAYROLL REGISTER : HOURLY

Code	Employee Name	Earnings Cd	Description	Number	Amount	Deductions Cd	Description	Amount	Net to Pay	Liabilities Description	Amount
007	Evans, Laurie	2	Hourly	40.000	320.00	16	FWH Tax	15.69		FICA	24.03
						17	FICA	24.03		FUTA	19.84
						18	SWH Tax	6.05		SUTA	8.04
						22	Insurance	15.00			
			Total		320.00			60.77	259.23		51.91
008	Rodriguez, Robert H.	2	Hourly	40.000	280.00	16	FWH Tax	21.23		FICA	21.03
						17	FICA	21.03		FUTA	17.36
						18	SWH Tax	4.67		SUTA	7.03
						22	Insurance	15.00			
			Total		280.00			61.93	218.07		45.42
	Total 1 INSTALATION	2	Hourly	320.000	2400.00	16	FWH Tax	206.33		FICA	188.94
		3	Overtime #1	10.000	115.89	17	FICA	188.94		FUTA	155.98
						18	SWH Tax	49.63		SUTA	63.18
						22	Insurance	120.00			
			Total		2515.89			564.90	1950.99		408.10
	Company Totals	2	Hourly	320.000	2400.00	16	FWH Tax	206.33		FICA	188.94
		3	Overtime #1	10.000	115.89	17	FICA	188.94		FUTA	155.98
						18	SWH Tax	49.63		SUTA	63.18
						22	DEDUCTION	120.00			
			Total		2515.89			564.90	1950.99		408.10

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**** VOID - VOID ****
**** VOID - VOID ****

001009

001 Won K. Chang 1 INSTALLATION

2	Hourly	40.000	300.00	16	FWH Tax	22.82	
3	Overtime #1	6.000	67.50	17	FICA	27.60	001010
				18	SWH Tax	7.99	
				22	Insurance	15.00	

12/07/9

367.50 73.41 ****294.09

667.50	0.00	35.51	50.13	13.29	0.00	30.00

001 001010

(TWO HUNDRED NINETY FOUR DOLLARS AND 09/CENTS)

12/07/90 ****294.09

Won K. Chang
3406 Bray Ave.
St. Louis, MO 63110

002 Sandi L. Tyler 1 INSTALLATION

2 Hourly 40.000 300.00 16 FWH Tax 36.06
17 FICA 22.53 001011
18 SWH Tax 6.09
22 Insurance 15.00

12/07/90

300.00 79.68 ****220.32

600.00 0.00 72.12 45.06 12.18 0.00 30.00

002 001011

(TWO HUNDRED TWENTY DOLLARS AND 32/CENTS)

12/07/90 ****220.32

Sandi L. Tyler
2701 Quail Dr.
St. Charles, MO 63510

003 Scott S. Knipp 1 INSTALLATION

2 Hourly 40.000 280.00 16 FWH Tax 33.06
17 FICA 21.03 001012
18 SWH Tax 5.15
22 Insurance 15.00

12/07/90

280.00 74.24 ****205.76

560.00 0.00 66.12 42.06 10.30 0.00 30.00

003 001012

(TWO HUNDRED FIVE DOLLARS AND 76/CENTS)

12/07/90 ****205.76

Scott S. Knipp
12090 W. Hwy EE
Normandy, MO 63587

004 Brett B. Heintz 1 INSTALLATION

2	Hourly	40.000	330.00	16 FWH Tax	34.30	
3	Overtime #1	3.000	37.14	17 FICA	27.57	001013
				18 SWH Tax	8.21	
				22 Insurance	15.00	

12/07/90

367.14 85.08 ****282.0

697.14	0.00	63.03	52.35	14.90	0.00	30.00

004 001013

(TWO HUNDRED EIGHTY TWO DOLLARS AND 06/CENTS)

12/07/90 ****282.06

Brett B. Heintz
3005 Anderson Ave.
St. Louis, MO 63112

005 James W. Corbett 1 INSTALLATION

2	Hourly	40.000	290.00	16 FWH Tax	5.42	
				17 FICA	21.78	001014
				18 SWH Tax	4.81	

22 Insurance 15.00

12/07/90

290.00 47.01 ****242.99

580.00 0.00 10.84 43.56 9.62 0.00 30.00

005 001014

(TWO HUNDRED FORTY TWO DOLLARS AND 99/CENTS)

12/07/90 ****242.99

James W. Corbett
210 Waughn St.
St. Louis, MO 63110

006 Edwin A. Brown 1 INSTALLATION

2	Hourly	40.000	300.00	16 FWH Tax	37.75	
3	Overtime #1	1.000	11.25	17 FICA	23.37	001015
				18 SWH Tax	6.66	
				22 Insurance	15.00	

12/07/90

311.25 82.78 ****228.47

611.25 0.00 73.81 45.90 12.75 0.00 30.00

006 001015

(TWO HUNDRED TWENTY EIGHT DOLLARS AND 47/CENTS)

12/07/90 ****228.47

Edwin A. Brown
5301 E. St. Charles Rd.
St. Charles, MO 64587

007 Laurie Evans 1 INSTALLATION

2	Hourly	40.000	320.00	16 FWH Tax	15.69	
				17 FICA	24.03	001016
				18 SWH Tax	6.05	
				22 Insurance	15.00	

12/07/90

320.00 60.77 ****259.23

640.00	0.00	31.38	48.06	12.10	0.00	30.00

007 001016

(TWO HUNDRED FIFTY NINE DOLLARS AND 23/CENTS)

12/07/90 ****259.23

Laurie Evans
1310 Pickford Ln.
St. Louis, MO 63110

008 Robert H. Rodriguez 1 INSTALLATION

2	Hourly	40.000	280.00	16 FWH Tax	21.23	
				17 FICA	21.03	001017
				18 SWH Tax	4.67	
				22 Insurance	15.00	

12/07/90

61.93 ****218.07

280.00

560.00 0.00 42.46 42.06 9.34 0.00 30.00

008 001017

(TWO HUNDRED EIGHTEEN DOLLARS AND 07/CENTS)

12/07/90 ****218.07

Robert H. Rodriguez
5617 Clearview Rd.
St. Louis, MO 63110

Date : 12/07/90
Time : 02:41 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

CHECK REGISTER REPORT: UNPAID

Check #	Date	Code	Employee Name	Earnings	Deductions	Net Paid	Paid?
001009	12/07/90		V O I D				
001010	12/07/90	001	Chang, Won K.	367.50	73.41	294.09	No
001011	12/07/90	002	Tyler, Sandi L.	300.00	79.68	220.32	No
001012	12/07/90	003	Knipp, Scott S.	280.00	74.24	205.76	No
001013	12/07/90	004	Heintz, Brett B.	367.14	85.08	282.06	No
001014	12/07/90	005	Corbett, James W.	290.00	47.01	242.99	No
001015	12/07/90	006	Brown, Edwin A.	311.25	82.78	228.47	No
001016	12/07/90	007	Evans, Laurie	320.00	60.77	259.23	No
001017	12/07/90	008	Rodriguez, Robert H.	280.00	61.93	218.07	No
			Checks Total 8	2515.89	564.90	1950.99	
			Voided 1				

Date : 12/07/90
Time : 02:42 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
001	Chang, Won K.	2	Hourly		40.000	300.00	
002	Tyler, Sandi L.				40.000	300.00	
003	Knipp, Scott S.				40.000	280.00	
004	Heintz, Brett B.				40.000	330.00	
005	Corbett, James W.				40.000	290.00	
006	Brown, Edwin A.				40.000	300.00	
007	Evans, Laurie				40.000	320.00	
008	Rodriguez, Robert H.				40.000	280.00	
			Total Acct.	5205	320.000	2400.00	
001	Chang, Won K.	3	Overtime #1		6.000	67.50	
004	Heintz, Brett B.				3.000	37.14	
006	Brown, Edwin A.				1.000	11.25	
			Total Acct.	5206	10.000	115.89	
001	Chang, Won K.	16	FWH Tax				22.82
002	Tyler, Sandi L.						36.06
003	Knipp, Scott S.						33.06
004	Heintz, Brett B.						34.30
005	Corbett, James W.						5.42
006	Brown, Edwin A.						37.75
007	Evans, Laurie						15.69
008	Rodriguez, Robert H.						21.23
			Total Acct.	2104			206.33
001	Chang, Won K.	17	FICA				27.60
002	Tyler, Sandi L.						22.53
003	Knipp, Scott S.						21.03
004	Heintz, Brett B.						27.57
005	Corbett, James W.						21.78
006	Brown, Edwin A.						23.37
007	Evans, Laurie						24.03
008	Rodriguez, Robert H.						21.03
			Total Acct.	2105			188.94
001	Chang, Won K.	18	SWH Tax				7.99
002	Tyler, Sandi L.						6.09
003	Knipp, Scott S.						5.15

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
004	Heintz, Brett B.						8.21
005	Corbett, James W.						4.81
006	Brown, Edwin A.						6.66
007	Evans, Laurie						6.05
008	Rodriguez, Robert H.						4.67
			Total Acct.	2106			49.63
001	Chang, Won K.	22	Insurance				15.00
002	Tyler, Sandi L.						15.00
003	Knipp, Scott S.						15.00
004	Heintz, Brett B.						15.00
005	Corbett, James W.						15.00
006	Brown, Edwin A.						15.00
007	Evans, Laurie						15.00
008	Rodriguez, Robert H.						15.00
			Total Acct.	2109			120.00
001	Chang, Won K.	31	FICA			27.60	27.60
002	Tyler, Sandi L.					22.53	22.53
003	Knipp, Scott S.					21.03	21.03
004	Heintz, Brett B.					27.57	27.57
005	Corbett, James W.					21.78	21.78
006	Brown, Edwin A.					23.37	23.37
007	Evans, Laurie					24.03	24.03
008	Rodriguez, Robert H.					21.03	21.03
			Total Acct.	5201		188.94	
				2101			188.94
001	Chang, Won K.	32	FUTA			22.78	22.78
002	Tyler, Sandi L.					18.60	18.60
003	Knipp, Scott S.					17.36	17.36
004	Heintz, Brett B.					22.76	22.76
005	Corbett, James W.					17.98	17.98
006	Brown, Edwin A.					19.30	19.30
007	Evans, Laurie					19.84	19.84
008	Rodriguez, Robert H.					17.36	17.36
			Total Acct.	5202		155.98	
				2102			155.98
001	Chang, Won K.	33	SUTA			9.23	9.23
002	Tyler, Sandi L.					7.53	7.53
003	Knipp, Scott S.					7.03	7.03

Date : 12/07/90
Time : 02:44 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
004	Heintz, Brett B.					9.22	9.22
005	Corbett, James W.					7.28	7.28
006	Brown, Edwin A.					7.82	7.82
007	Evans, Laurie					8.04	8.04
008	Rodriguez, Robert H.					7.03	7.03
			Total Acct.	5203		63.18	
				2103			63.18
			Checking	11103			1950.99
						2923.99	2923.99

ANSWER KEY TO JOB SHEET 17

Date : 12/07/90
Time : 12:35 AM

C-Us Cable Television
1253 S. 12th St.

Page no. 1

St. Louis, MO 63110
WEEKLY PAYROLL G/L TRANSACTION CODE PY1207

Account #	Debits	Credits
11103		1950.99
2101		188.94
2102		155.98
2103		63.18
2104		206.33
2105		188.94
2106		49.63
2109		120.00
5201	188.94	
5202	155.98	
5203	63.18	
5205	2400.00	
5206	115.89	
Totals:	2923.99	2923.99

ANSWER KEY TO JOB SHEET 18 - CRITERIA TO BE DETERMINED BY INSTRUCTOR

ANSWER KEY TO JOB SHEET 19

Date : 12/14/90
Time : 12:49 AM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

Page no. 1

WEEKLY PAYROLL REGISTER : HOURLY

Code	Employee Name	Earnings Cd	Description	Number	Amount	Deductions Cd	Description	Amount	Net to Pay	Liabilities Description	Amount
001	Chang, Won K.	2	Hourly	40.000	300.00						
		3	Overtime #1	3.000	33.75						
			Total		333.75			0.00	333.75		0.00
005	Corbett, James W.	2	Hourly	40.000	290.00						
		3	Overtime #1	4.000	43.52						
			Total		333.52			0.00	333.52		0.00
007	Evans, Laurie	2	Hourly	40.000	320.00						
		3	Overtime #1	2.000	24.00						
			Total		344.00			0.00	344.00		0.00
008	Rodriguez, Robert H.	2	Hourly	40.000	280.00						
		3	Overtime #1	1.000	10.50						
			Total		290.50			0.00	290.50		0.00
	Total 1 INSTALLATION	2	Hourly	160.000	1190.00						
		3	Overtime #1	10.000	111.77						
			Total		1301.77			0.00	1301.77		0.00
	Company Totals	2	Hourly	160.000	1190.00						
		3	Overtime #1	10.000	111.77						
			Total		1301.77			0.00	1301.77		0.00

ANSWER KEY TO JOB SHEET 20 - CRITERIA TO BE DETERMINED BY INSTRUCTOR

Date : 12/14/90
Time : 12:54 AM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

WEEKLY PAYROLL REGISTER : HOURLY

Code	Employee Name	Earnings Cd	Description	Number	Amount	Deductions Cd	Description	Amount	Net to Pay	Liabilities Description	Amount
001	Chang, Won K.	2	Hourly	40.000	300.00	16	FWH Tax	17.75		FICA	25.06
		3	Overtime #1	3.000	33.75	17	FICA	25.06		FUTA	20.69
						18	SWH Tax	6.61		SUTA	8.38
						22	Insurance	15.00			
			Total		333.75			64.42	269.33		54.13
002	Tyler, Sandi L.	2	Hourly	40.000	300.00	16	FWH Tax	36.06		FICA	22.53
						17	FICA	22.53		FUTA	18.60
						18	SWH Tax	6.09		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			79.68	220.32		48.66
003	Knipp, Scott S.	2	Hourly	40.000	280.00	16	FWH Tax	33.06		FICA	21.03
						17	FICA	21.03		FUTA	17.36
						18	SWH Tax	5.15		SUTA	7.03
						22	Insurance	15.00			
			Total		280.00			74.24	205.76		45.42
004	Heintz, Brett B.	2	Hourly	40.000	330.00	16	FWH Tax	28.73		FICA	2
						17	FICA	24.78		FUTA	20.46
						18	SWH Tax	6.69		SUTA	8.29
						22	Insurance	15.00			
			Total		330.00			75.20	254.80		53.53
005	Corbett, James W.	2	Hourly	40.000	290.00	16	FWH Tax	11.95		FICA	25.05
		3	Overtime #1	4.000	43.52	17	FICA	25.05		FUTA	20.68
						18	SWH Tax	6.49		SUTA	8.37
						22	Insurance	15.00			
			Total		333.52			58.49	275.03		54.10
006	Brown, Edwin A.	2	Hourly	40.000	300.00	16	FWH Tax	36.06		FICA	22.53
						17	FICA	22.53		FUTA	18.60
						18	SWH Tax	6.09		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			79.68	220.32		48.66

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

WEEKLY PAYROLL REGISTER : HOURLY

Code	Employee Name	Earnings Cd	Description	Number	Amount	Deductions Cd	Description	Amount	Net to Pay	Liabilities Description	Amount
007	Evans, Laurie	2	Hourly	40.000	320.00	16	FWH Tax	19.29		FICA	25.83
		3	Overtime #1	2.000	24.00	17	FICA	25.83		FUTA	21.33
						18	SWH Tax	7.03		SUTA	8.64
						22	Insurance	15.00			
			Total		344.00			67.15	276.85		55.80
008	Rodriguez, Robert H.	2	Hourly	40.000	280.00	16	FWH Tax	22.81		FICA	21.82
		3	Overtime #1	1.000	10.50	17	FICA	21.82		FUTA	18.01
						18	SWH Tax	5.13		SUTA	7.29
						22	Insurance	15.00			
			Total		290.50			64.76	225.74		47.12
	Total 1 INSTALLATION	2	Hourly	320.000	2400.00	16	FWH Tax	205.71		FICA	188.63
		3	Overtime #1	10.000	111.77	17	FICA	188.63		FUTA	155.73
						18	SWH Tax	49.28		SUTA	63.06
						22	Insurance	120.00			
			Total		2511.77			563.62	1948.15		407.42
	Company Totals	2	Hourly	320.000	2400.00	16	FWH Tax	205.71		FICA	188.63
		3	Overtime #1	10.000	111.77	17	FICA	188.63		FUTA	155.73
						18	SWH Tax	49.28		SUTA	63.06
						22	DEDUCTION	120.00			
			Total		2511.77			563.62	1948.15		407.42

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**** VOID - VOID ****
**** VOID - VOID ****

001018

001 Won K. Chang 1 INSTALLATION

2	Hourly	40.000	300.00	16	FWH Tax	17.75	
3	Overtime #1	3.000	33.75	17	FICA	25.06	001019
				18	SWH Tax	6.61	
				22	Insurance	15.00	

12/14/9

333.75 64.42 ****269.33

1001.25	0.00	53.26	75.19	19.90	0.00	45.00

001 001019

(TWO HUNDRED SIXTY NINE DOLLARS AND 33/CENTS)

12/14/90 ****269.33

Won K. Chang
3406 Bray Ave.
St. Louis, MO 63110

002 Sandi L. Tyler 193 1 INSTALLATION

2	Hourly	40.000	300.00	16 FWH Tax	36.06		
				17 FICA	22.53	001020	
				18 SWH Tax	6.09		
				22 Insurance	15.00		
						12/14/90	
			300.00		79.68	****220.32	

900.00	0.00	108.18	67.59	18.27	0.00	45.00

002 001020

(TWO HUNDRED TWENTY DOLLARS AND 32/CENTS)

12/14/90 ****220.32

Sandi L. Tyler
2701 Quail Dr.
St. Charles, MO 63510

003 Scott S. Knipp 1 INSTALLATION

2	Hourly	40.000	280.00	16 FWH Tax	33.06		
				17 FICA	21.03	001021	
				18 SWH Tax	5.15		
				22 Insurance	15.00		
						12/14/90	
			280.00		74.24	****205.76	

840.00	0.00	99.18	63.09	15.45	0.00	45.00

003 001021

(TWO HUNDRED FIVE DOLLARS AND 76/CENTS)

12/14/90 ****205.76

Scott S. Knipp
12090 W. Hwy EE
Normandy, MO 63587

004 Brett B. Heintz 1 INSTALLATION

2	Hourly	40.000	330.00	16 FWH Tax	28.73		
				17 FICA	24.78	001022	
				18 SWH Tax	6.69		
				22 Insurance	15.00		

12/14/90

330.00 75.20 ****254.8

1027.14	0.00	91.76	77.13	21.59	0.00	45.00

004 001022

(TWO HUNDRED FIFTY FOUR DOLLARS AND 80/CENTS)

12/14/90 ****254.80

Brett B. Heintz
3005 Anderson Ave.
St. Louis, MO 63112

005 James W. Corbett 1 INSTALLATION

2	Hourly	40.000	290.00	16 FWH Tax	11.95		
3	Overtime #1	4.000	43.52	17 FICA	25.05	001023	
				18 SWH Tax	6.49		
				22 Insurance	15.00		

12/14/90

		333.52			58.49	****275.03
913.52	0.00	22.79	68.61	16.11	0.00	45.00

005 001023

(TWO HUNDRED SEVENTY FIVE DOLLARS AND 03/CENTS)

12/14/90 ****275.03

James W. Corbett
210 Waughn St.
St. Louis, MO 63110

006 Edwin A. Brown 1 INSTALLATION

2	Hourly	40.000	300.00	16 FWH Tax	36.06	
				17 FICA	22.53	001024
				18 SWH Tax	6.09	
				22 Insurance	15.00	

12/14/90

		300.00			79.68	****220.32
911.25	0.00	109.87	68.43	18.84	0.00	45.00

006 001024

(TWO HUNDRED TWENTY DOLLARS AND 32/CENTS)

12/14/90 ****220.32

Edwin A. Brown
5301 E. St. Charles Rd.
St. Charles, MO 64587

007 Laurie Evans 1 INSTALLATION

2	Hourly	40.000	320.00	16 FWH Tax	19.29	
3	Overtime #1	2.000	24.00	17 FICA	25.83	001025
				18 SWH Tax	7.03	
				22 Insurance	15.00	

12/14/90

344.00 67.15 ****276.85

984.00	0.00	50.67	73.89	19.13	0.00	45.00

007 001025

(TWO HUNDRED SEVENTY SIX DOLLARS AND 85/CENTS)

12/14/90 ****276.85

Laurie Evans
1310 Pickford Ln.
St. Louis, MO 63110

008 Robert H. Rodriguez 1 INSTALLATION

2	Hourly	40.000	280.00	16 FWH Tax	22.81	
3	Overtime #1	1.000	10.50	17 FICA	21.82	001026
				18 SWH Tax	5.13	
				22 Insurance	15.00	

12/14/90

		290.50			64.76	****225.74
850.50	0.00	65.27	63.88	14.47	0.00	45.00

008 001026

(TWO HUNDRED TWENTY FIVE DOLLARS AND 74/CENTS)

12/14/90 ****225.74

Robert H. Rodriguez
5617 Clearview Rd.
St. Louis, MO 63110

ANSWER KEY TO JOB SHEET 23

Date : 12/14/90
Time : 12:58 AM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

Page no. 1

CHECK REGISTER REPORT: UNPAID

Check #	Date	Code	Employee Name	Earnings	Deductions	Net Paid	Paid?
001018	12/14/90		V O I D				
001019	12/14/90	001	Chang, Won K.	333.75	64.42	269.33	No
001020	12/14/90	002	Tyler, Sandi L.	300.00	79.68	220.32	No
001021	12/14/90	003	Knipp, Scott S.	280.00	74.24	205.76	No
001022	12/14/90	004	Heintz, Brett B.	330.00	75.20	254.80	No
001023	12/14/90	005	Corbett, James W.	333.52	58.49	275.03	No
001024	12/14/90	006	Brown, Edwin A.	300.00	79.68	220.32	No
001025	12/14/90	007	Evans, Laurie	344.00	67.15	276.85	No
001026	12/14/90	008	Rodriguez, Robert H.	290.50	64.76	225.74	No
			Checks Total 8	2511.77	563.62	1948.15	
			Voided 1				

Date : 12/14/90
Time : 01:02 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALLATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
001	Chang, Won K.	2	Hourly		40.000	300.00	
002	Tyler, Sandi L.				40.000	300.00	
003	Knipp, Scott S.				40.000	280.00	
004	Heintz, Brett B.				40.000	330.00	
005	Corbett, James W.				40.000	290.00	
006	Brown, Edwin A.				40.000	300.00	
007	Evans, Laurie				40.000	320.00	
008	Rodriguez, Robert H.				40.000	280.00	
			Total Acct.	5205	320.000	2400.00	
001	Chang, Won K.	3	Overtime #1		3.000	33.75	
005	Corbett, James W.				4.000	43.52	
007	Evans, Laurie				2.000	24.00	
008	Rodriguez, Robert H.				1.000	10.50	
			Total Acct.	5206	10.000	111.77	
001	Chang, Won K.	16	FWH Tax				17.75
002	Tyler, Sandi L.						36.06
003	Knipp, Scott S.						33.06
004	Heintz, Brett B.						28.73
005	Corbett, James W.						11.95
006	Brown, Edwin A.						36.06
007	Evans, Laurie						19.29
008	Rodriguez, Robert H.						22.81
			Total Acct.	2104			205.71
001	Chang, Won K.	17	FICA				25.06
002	Tyler, Sandi L.						22.53
003	Knipp, Scott S.						21.03
004	Heintz, Brett B.						24.78
005	Corbett, James W.						25.05
006	Brown, Edwin A.						22.53
007	Evans, Laurie						25.83
008	Rodriguez, Robert H.						21.82
			Total Acct.	2105			188.63
001	Chang, Won K.	18	SWH Tax				6.61
002	Tyler, Sandi L.						6.09

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALLATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
003	Knipp, Scott S.						5.15
004	Heintz, Brett B.						6.69
005	Corbett, James W.						6.49
006	Brown, Edwin A.						6.09
007	Evans, Laurie						7.03
008	Rodriguez, Robert H.						5.13
			Total Acct.	2106			49.28
001	Chang, Won K.	22	Insurance				15.00
002	Tyler, Sandi L.						15.00
003	Knipp, Scott S.						15.00
004	Heintz, Brett B.						15.00
005	Corbett, James W.						15.00
006	Brown, Edwin A.						15.00
007	Evans, Laurie						15.00
008	Rodriguez, Robert H.						15.00
			Total Acct.	2109			120.00
001	Chang, Won K.	31	FICA			25.06	25.06
002	Tyler, Sandi L.					22.53	22.53
003	Knipp, Scott S.					21.03	21.03
004	Heintz, Brett B.					24.78	24.78
005	Corbett, James W.					25.05	25.05
006	Brown, Edwin A.					22.53	22.53
007	Evans, Laurie					25.83	25.83
008	Rodriguez, Robert H.					21.82	21.82
			Total Acct.	5201		188.63	
				2101			188.63
001	Chang, Won K.	32	FUTA			20.69	20.69
002	Tyler, Sandi L.					18.60	18.60
003	Knipp, Scott S.					17.36	17.36
004	Heintz, Brett B.					20.46	20.46
005	Corbett, James W.					20.68	20.68
006	Brown, Edwin A.					18.60	18.60
007	Evans, Laurie					21.33	21.33
008	Rodriguez, Robert H.					18.01	18.01
			Total Acct.	5202		155.73	
				2102			155.73
001	Chang, Won K.	33	SUTA			8.38	8.38
002	Tyler, Sandi L.					7.53	7.53

BEST COPY AVAILABLE

Date : 12/14/90
Time : 01:03 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALLATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
003	Knipp, Scott S.					7.03	7.03
004	Heintz, Brett B.					8.29	8.29
005	Corbett, James W.					8.37	8.37
006	Brown, Edwin A.					7.53	7.53
007	Evans, Laurie					8.64	8.64
008	Rodriguez, Robert H.					7.29	7.29
			Total Acct.	5203		63.06	
				2103			63.06
			Checking	11103			1948.15
						2919.19	2919.19

ANSWER KEY TO JOB SHEET 25

Date : 12/14/90
Time : 01:05 PM

C-Us Cable Television
1253 S. 12th St.

Page no. 1

St. Louis, MO 63110
WEEKLY PAYROLL G/L TRANSACTION CODE PY1214

Account #	Debits	Credits
11103		1948.15
2101		188.63
2102		155.73
2103		63.06
2104		205.71
2105		188.63
2106		49.28
2109		120.00
5201	188.63	
5202	155.73	
5203	63.06	
5205	2400.00	
5206	111.77	
Totals:	2919.19	2919.19

ANSWER KEY TO JOB SHEET 26 - CRITERIA TO BE DETERMINED BY INSTRUCTOR

Date : 12/21/90 EMPLOYEE DIRECTORY Time : 01:39 PM

---- Employee Data ----------

No. 009
Name Karmen, Janice A.
Address 605 Park St.
City St. Louis State MO Zip 63111
Phone (314)685-9322 S.S.# 442-50-7393
Sex F Marital M Origin
Memo

---- Dates ----------

Birth	Hire	Raise	Review	Promotion	Termination
09/18/55	12/18/90	06/18/91			

---- Payment Information ----------

Dept 1 INSTALLATION
Title line installer

Pay suspended N
Frq(W/B/S/M) W
Type(H/S/C) H
Amount 7.50
Ovt1 11.25
Ovt2 15.00

Vacation: Date 12/18/91 Freq W
Hrs 1.538
Acrd 0.000
Paid 0.000

Sick Time: Date 12/18/91 Freq W
Hrs 0.769
Acrd 0.000
Paid 0.000

---- Tax Information ----------

Marital Code(1-4) 3 EIC(0-2) 0
Exempt(Y/N) FICA N FUTA N SUTA N
Allowances: Federal 2 State 2
State Tax Table No. 39 State Tax Modifications: # 0 $ 2400.00
City Tax Base(G/F/S) Tax % 0.0000
Amounts Added Fed 0.00 State 0.00 City 0.00

---------- Earnings ---------- Deductions ----------

Code	Description	Frq	Amount/Rate	Code	Description	Frq	Amount/Rate
				22	Insurance	W	15.0000

-------- Accumulated Earnings ---------- Accumulated Deductions -------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
Gross FWH	0.00	0.00	Fed W/H	0.00	0.00
Gross FICA	0.00	0.00	FICA W/H	0.00	0.00
Gross FUTA	0.00	0.00	State W/H	0.00	0.00
Gross SUTA	0.00	0.00	City W/H	0.00	0.00
Tips	0.00	0.00	SDIF	0.00	0.00
E.I.C.	0.00	0.00	Insurance	0.00	0.00
Net Paid	0.00	0.00			
Days Paid	0.00	0.00			
Hours Paid	0.00	0.00			
Ovt Hrs Paid	0.00	0.00			

---------- Accumulated Liabilities ----------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
FICA	0.00	0.00			
FUTA	0.00	0.00			
SUTA	0.00	0.00			

Date : 12/21/90 EMPLOYEE DIRECTORY Time : 01:39 PM

---- Employee Data ----------

No. 010
Name Martin, Jim D.
Address 13556 N. 324th St.
City St. Louis State MO Zip 63104
Phone (314)876-4456 S.S.# 440-19-1931
Sex M Marital M Origin
Memo

---- Dates ----------

Birth	Hire	Raise	Review	Promotion	Termination
05/13/54	12/18/90	06/18/91	06/18/91		

---- Payment Information ----------

Dept 1 INSTALLATION
Title Line Installer

Pay suspended N
Frq(W/B/S/M) W
Type(H/S/C) H
Amount 8.25
Ovt1 12.38
Ovt2 16.50

Vacation: Date 12/18/91 Freq W
Hrs 1.538
Acrd 0.000
Paid 0.000

Sick Time: Date 12/18/91 Freq W
Hrs 0.769
Acrd 0.000
Paid 0.000

---- Tax Information ----------

Marital Code(1-4) 3 EIC(0-2) 0
Exempt(Y/N) FICA N FUTA N SUTA N
Allowances: Federal 4 State 4
State Tax Table No. 39 State Tax Modifications: # 0 $ 2400.00
City Tax Base(G/F/S) Tax % 0.0000
Amounts Added Fed 0.00 State 0.00 City 0.00

---------- Earnings ---------- Deductions ----------

Code	Description	Frq	Amount/Rate	Code	Description	Frq	Amount/Rate
				22	Insurance	W	15.0000

-------- Accumulated Earnings ---------- Accumulated Deductions -------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
Gross FWH	0.00	0.00	Fed W/H	0.00	0.00
Gross FICA	0.00	0.00	FICA W/H	0.00	0.00
Gross FUTA	0.00	0.00	State W/H	0.00	0.00
Gross SUTA	0.00	0.00	City W/H	0.00	0.00
Tips	0.00	0.00	SDIF	0.00	0.00
E.I.C.	0.00	0.00	Insurance	0.00	0.00
Net Paid	0.00	0.00			
Days Paid	0.00	0.00			
Hours Paid	0.00	0.00			
Ovt Hrs Paid	0.00	0.00			

---------- Accumulated Liabilities ----------

Description	Qtr.to Date	Yr. to Date	Description	Qtr.to Date	Yr. to Date
FICA	0.00	0.00			
FUTA	0.00	0.00			
SUTA	0.00	0.00			

ANSWER KEY TO JOB SHEET 28 - CRITERIA TO BE DETERMINED BY INSTRUCTOR

ANSWER KEY TO JOB SHEET 29

Date : 12/21/90
Time : 01:49 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

Page no. 1

WEEKLY PAYROLL REGISTER : HOURLY

Code	Employee Name	Earnings Cd	Description	Number	Amount	Deductions Cd	Description	Amount	Net to Pay	Liabilities Description	Amount
001	Chang, Won K.	2	Hourly	40.000	300.00						
		3	Overtime #1	1.000	11.25						
			Total		311.25			0.00	311.25		0.00
004	Heintz, Brett B.	2	Hourly	40.000	330.00						
		3	Overtime #1	2.000	24.76						
			Total		354.76			0.00	354.76		0.00
006	Brown, Edwin A.	2	Hourly	37.000	277.50						
		6	Vacations	3.000	22.50						
			Total		300.00			0.00	300.00		0.00
	Total 1 INSTALLATION	2	Hourly	117.000	907.50						
		3	Overtime #1	3.000	36.01						
		6	Vacations	3.000	22.50						
			Total		966.01			0.00	966.01		0.00
	Company Totals	2	Hourly	117.000	907.50						
		3	Overtime #1	3.000	36.01						
		6	Vacations	3.000	22.50						
			Total		966.01			0.00	966.01		0.00

ANSWER KEY TO JOB SHEET 30 - CRITERIA TO BE DETERMINED BY INSTRUCTOR

Date : 12/21/90
Time : 01:55 PM

C-Us Cable Television
1253 S. 12th St.
St. Louis, MO 63110

WEEKLY PAYROLL REGISTER : HOURLY

Code	Employee Name	Earnings Cd	Description	Number	Amount	Deductions Cd	Description	Amount	Net to Pay	Liabilities Description	Amount
001	Chang, Won K.	2	Hourly	40.000	300.00	16	FWH Tax	14.38		FICA	23.37
		3	Overtime #1	1.000	11.25	17	FICA	23.37		FUTA	19.30
						18	SWH Tax	5.73		SUTA	7.82
						22	Insurance	15.00			
			Total		311.25			58.48	252.77		50.49
002	Tyler, Sandi L.	2	Hourly	40.000	300.00	16	FWH Tax	36.06		FICA	22.53
						17	FICA	22.53		FUTA	18.60
						18	SWH Tax	6.09		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			79.68	220.32		48.66
003	Knipp, Scott S.	2	Hourly	40.000	280.00	16	FWH Tax	33.06		FICA	21.03
						17	FICA	21.03		FUTA	17.36
						18	SWH Tax	5.15		SUTA	7.03
						22	Insurance	15.00			
			Total		280.00			74.24	205.76		45.42
004	Heintz, Brett B.	2	Hourly	40.000	330.00	16	FWH Tax	32.44		FICA	26.
		3	Overtime #1	2.000	24.76	17	FICA	26.64		FUTA	22.00
						18	SWH Tax	7.70		SUTA	8.91
						22	Insurance	15.00			
			Total		354.76			81.78	272.98		57.55
005	Corbett, James W.	2	Hourly	40.000	290.00	16	FWH Tax	5.42		FICA	21.78
						17	FICA	21.78		FUTA	17.98
						18	SWH Tax	4.81		SUTA	7.28
						22	Insurance	15.00			
			Total		290.00			47.01	242.99		47.04
006	Brown, Edwin A.	2	Hourly	37.000	277.50	16	FWH Tax	36.06		FICA	22.53
		6	Vacations	3.000	22.50	17	FICA	22.53		FUTA	18.60
						18	SWH Tax	6.09		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			79.68	220.32		48.66

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

WEEKLY PAYROLL REGISTER : HOURLY

		Earnings				Deductions			Liabilities	
Code	Employee Name	Cd	Description	Number	Amount	Cd	Description	Amount	Net to Pay	Description	Amount
007	Evans, Laurie	2	Hourly	40.000	320.00	16	FWH Tax	15.69		FICA	24.03
						17	FICA	24.03		FUTA	19.84
						18	SWH Tax	6.05		SUTA	8.04
						22	Insurance	15.00			
			Total		320.00			60.77	259.23		51.91
008	Rodriguez, Robert H.	2	Hourly	40.000	280.00	16	FWH Tax	21.23		FICA	21.03
						17	FICA	21.03		FUTA	17.36
						18	SWH Tax	4.67		SUTA	7.03
						22	Insurance	15.00			
			Total		280.00			61.93	218.07		45.42
009	Karman, Janice A.	2	Hourly	40.000	300.00	16	FWH Tax	24.23		FICA	22.53
						17	FICA	22.53		FUTA	18.60
						18	SWH Tax	5.52		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			67.28	232.72		48.66
010	Martin, Jim D.	2	Hourly	40.000	330.00	16	FWH Tax	17.19		FICA	24.78
						17	FICA	24.78		FUTA	20.46
						18	SWH Tax	6.46		SUTA	8.29
						22	Insurance	15.00			
			Total		330.00			63.43	266.57		53.53
	Total 1 INSTALLATION	2	Hourly	397.000	3007.50	16	FWH Tax	235.76		FICA	230.25
		3	Overtime #1	3.000	36.01	17	FICA	230.25		FUTA	190.10
		6	Vacations	3.000	22.50	18	SWH Tax	58.27		SUTA	76.99
						22	Insurance	150.00			
			Total		3066.01			674.28	2391.73		497.34
	Company Totals	2	Hourly	397.000	3007.50	16	FWH Tax	235.76		FICA	230.25
		3	Overtime #1	3.000	36.01	17	FICA	230.25		FUTA	190.10
		6	Vacations	3.000	22.50	18	SWH Tax	58.27		SUTA	76.99
						22	DEDUCTION	150.00			
			Total		3066.01			674.28	2391.73		497.34

**** VOID - VOID ****
**** VOID - VOID ****

001027

001 Won K. Chang 1 INSTALLATION

2	Hourly	40.000	300.00	16 FWH Tax	14.38		
3	Overtime #1	1.000	11.25	17 FICA	23.37	001028	
				18 SWH Tax	5.73		
				22 Insurance	15.00		

12/21/9

311.25 58.48 ****252.77

1312.50	0.00	67.64	98.56	25.63	0.00	60.00

001 001028

(TWO HUNDRED FIFTY TWO DOLLARS AND 77/CENTS)

12/21/90 ****252.77

Won K. Chang
3406 Bray Ave.
St. Louis, MO 63110

002 Sandi L. Tyler 1 INSTALLATION

2	Hourly	40.000	300.00	16 FWH Tax	36.06		
				17 FICA	22.53	001029	
				18 SWH Tax	6.09		
				22 Insurance	15.00		
						12/21/90	
			300.00		79.68	****220.32	

1200.00	0.00	144.24	90.12	24.36	0.00	60.00

002 001029

(TWO HUNDRED TWENTY DOLLARS AND 32/CENTS)

12/21/90 ****220.32

Sandi L. Tyler
2701 Quail Dr.
St. Charles, MO 63510

003 Scott S. Knipp 1 INSTALLATION

2	Hourly	40.000	280.00	16 FWH Tax	33.06		
				17 FICA	21.03	001030	
				18 SWH Tax	5.15		
				22 Insurance	15.00		
						12/21/90	
			280.00		74.24	****205.76	

1120.00	0.00	132.24	84.12	20.60	0.00	60.00

003 001030

(TWO HUNDRED FIVE DOLLARS AND 76/CENTS)

12/21/90 ****205.76

Scott S. Knipp
12090 W. Hwy EE
Normandy, MO 63587

004 Brett B. Heintz 1 INSTALLATION

2	Hourly	40.000	330.00	16	FWH Tax	32.44	
3	Overtime #1	2.000	24.76	17	FICA	26.64	001031
				18	SWH Tax	7.70	
				22	Insurance	15.00	

12/21/90

354.76 81.78 ****272.9

1381.90	0.00	124.20	103.77	29.29	0.00	60.00

004 001031

(TWO HUNDRED SEVENTY TWO DOLLARS AND 98/CENTS)

12/21/90 ****272.98

Brett B. Heintz
3005 Anderson Ave.
St. Louis, MO 63112

005 James W. Corbett 1 INSTALLATION

2	Hourly	40.000	290.00	16	FWH Tax	5.42	
				17	FICA	21.78	001032
				18	SWH Tax	4.81	
				22	Insurance	15.00	

211

12/21/90

290.00 47.01 ****242.99

1203.52 0.00 28.21 90.39 20.92 0.00 60.00

005 001032

(TWO HUNDRED FORTY TWO DOLLARS AND 99/CENTS)

12/21/90 ****242.99

James W. Corbett
210 Waughn St.
St. Louis, MO 63110

006 Edwin A. Brown 1 INSTALLATION

2	Hourly	37.000	277.50	16 FWH Tax	36.06	
6	Vacations	3.000	22.50	17 FICA	22.53	001033
				18 SWH Tax	6.09	
				22 Insurance	15.00	

12/21/90

300.00 79.68 ****220.32

1211.25 0.00 145.93 90.96 24.93 0.00 60.00

006 001033

(TWO HUNDRED TWENTY DOLLARS AND 32/CENTS)

12/21/90 ****220.32

Edwin A. Brown
5301 E. St. Charles Rd.
St. Charles, MO 64587

007 Laurie Evans 1 INSTALLATION

2	Hourly	40.000	320.00	16 FWH Tax	15.69	
				17 FICA	24.03	001034
				18 SWH Tax	6.05	
				22 Insurance	15.00	

12/21/90

320.00 60.77 ****259.23

1304.00	0.00	66.36	97.92	25.18	0.00	60.00

007 001034

(TWO HUNDRED FIFTY NINE DOLLARS AND 23/CENTS)

12/21/90 ****259.23

Laurie Evans
1310 Pickford Ln.
St. Louis, MO 63110

008 Robert H. Rodriguez 1 INSTALLATION

2	Hourly	40.000	280.00	16 FWH Tax	21.23	
				17 FICA	21.03	001035
				18 SWH Tax	4.67	
				22 Insurance	15.00	

12/21/90

	280.00			61.93		****218.07
1130.50	0.00	86.50	84.91	19.14	0.00	60.00

008 001035

(TWO HUNDRED EIGHTEEN DOLLARS AND 07/CENTS)

12/21/90 ****218.07

Robert H. Rodriguez
5617 Clearview Rd.
St. Louis, MO 63110

009 Janice A. Karman 1 INSTALLATION

2 Hourly	40.000	300.00	16 FWH Tax	24.23		
			17 FICA	22.53		001036
			18 SWH Tax	5.52		
			22 Insurance	15.00		

12/21/90

	300.00			67.28		****232.72
300.00	0.00	24.23	22.53	5.52	0.00	15.00

009 001036

(TWO HUNDRED THIRTY TWO DOLLARS AND 72/CENTS)

12/21/90 ****232.72

Janice A. Karman
605 Park St.
St. Louis, MO 63111

010 Jim D. Martin 1 INSTALLATION

2	Hourly	40.000	330.00	16 FWH Tax	17.19		
				17 FICA	24.78	001037	
				18 SWH Tax	6.46		
				22 Insurance	15.00		

12/21/90

330.00 63.43 ****266.57

330.00	0.00	17.19	24.78	6.46	0.00	15.00

010 001037

(TWO HUNDRED SIXTY SIX DOLLARS AND 57/CENTS)

12/21/90 ****266.57

Jim D. Martin
13556 N. 324th St.
St. Louis, MO 63104

Date : 12/21/90
Time : 01:59 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

CHECK REGISTER REPORT: UNPAID

Check #	Date	Code	Employee Name	Earnings	Deductions	Net Paid	Paid?
001027	12/21/90		V O I D				
001028	12/21/90	001	Chang, Won K.	311.25	58.48	252.77	No
001029	12/21/90	002	Tyler, Sandi L.	300.00	79.68	220.32	No
001030	12/21/90	003	Knipp, Scott S.	280.00	74.24	205.76	No
001031	12/21/90	004	Heintz, Brett B.	354.76	81.78	272.98	No
001032	12/21/90	005	Corbett, James W.	290.00	47.01	242.99	No
001033	12/21/90	006	Brown, Edwin A.	300.00	79.68	220.32	No
001034	12/21/90	007	Evans, Laurie	320.00	60.77	259.23	No
001035	12/21/90	008	Rodriguez, Robert H.	280.00	61.93	218.07	No
001036	12/21/90	009	Kerman, Janice A.	300.00	67.28	232.72	No
001037	12/21/90	010	Martin, Jim D.	330.00	63.43	266.57	No
			Checks Total 10	3066.01	674.28	2391.73	
			Voided 1				

Date : 12/21/90
Time : 02:00 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALLATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
001	Chang, Won K.	2	Hourly		40.000	300.00	
002	Tyler, Sandi L.				40.000	300.00	
003	Knipp, Scott S.				40.000	280.00	
004	Heintz, Brett B.				40.000	330.00	
005	Corbett, James W.				40.000	290.00	
006	Brown, Edwin A.				37.000	277.50	
007	Evans, Laurie				40.000	320.00	
008	Rodriguez, Robert H.				40.000	280.00	
009	Karman, Janice A.				40.000	300.00	
010	Martin, Jim D.				40.000	330.00	
			Total Acct.	5205	397.000	3007.50	
001	Chang, Won K.	3	Overtime #1		1.000	11.25	
004	Heintz, Brett B.				2.000	24.76	
			Total Acct.	5206	3.000	36.01	
006	Brown, Edwin A.	6	Vacations		3.000	22.50	
			Total Acct.	5208	3.000	22.50	
001	Chang, Won K.	16	FWH Tax				14.38
002	Tyler, Sandi L.						36.06
003	Knipp, Scott S.						33.06
004	Heintz, Brett B.						32.44
005	Corbett, James W.						5.42
006	Brown, Edwin A.						36.06
007	Evans, Laurie						15.69
008	Rodriguez, Robert H.						21.23
009	Karman, Janice A.						24.23
010	Martin, Jim D.						17.19
			Total Acct.	2104			235.76
001	Chang, Won K.	17	FICA				23.37
002	Tyler, Sandi L.						22.53
003	Knipp, Scott S.						21.03
004	Heintz, Brett B.						26.64
005	Corbett, James W.						21.78
006	Brown, Edwin A.						22.53
007	Evans, Laurie						24.03

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALLATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
008	Rodriguez, Robert H.						21.03
009	Karman, Janice A.						22.53
010	Martin, Jim D.						24.78
			Total Acct.	2105			230.25
001	Chang, Won K.	18	SWH Tax				5.73
002	Tyler, Sandi L.						6.09
003	Knipp, Scott S.						5.15
004	Heintz, Brett B.						7.70
005	Corbett, James W.						4.81
006	Brown, Edwin A.						6.09
007	Evans, Laurie						6.05
008	Rodriguez, Robert H.						4.67
009	Karman, Janice A.						5.52
010	Martin, Jim D.						6.46
			Total Acct.	2106			58.27
001	Chang, Won K.	22	Insurance				15.00
002	Tyler, Sandi L.						15.00
003	Knipp, Scott S.						15.00
004	Heintz, Brett B.						15.00
005	Corbett, James W.						15.00
006	Brown, Edwin A.						15.00
007	Evans, Laurie						15.00
008	Rodriguez, Robert H.						15.00
009	Karman, Janice A.						15.00
010	Martin, Jim D.						15.00
			Total Acct.	2109			150.00
001	Chang, Won K.	31	FICA			23.37	23.37
002	Tyler, Sandi L.					22.53	22.53
003	Knipp, Scott S.					21.03	21.03
004	Heintz, Brett B.					26.64	26.64
005	Corbett, James W.					21.78	21.78
006	Brown, Edwin A.					22.53	22.53
007	Evans, Laurie					24.03	24.03
008	Rodriguez, Robert H.					21.03	21.03
009	Karman, Janice A.					22.53	22.53
010	Martin, Jim D.					24.78	24.78
			Total Acct.	5201		230.25	
				2101			230.25

Date : 12/21/90
Time : 02:01 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALLATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
001	Chang, Won K.	32	FUTA			19.30	19.30
002	Tyler, Sandi L.					18.60	18.60
003	Knipp, Scott S.					17.36	17.36
004	Heintz, Brett B.					22.00	22.00
005	Corbett, James W.					17.98	17.98
006	Brown, Edwin A.					18.60	18.60
007	Evans, Laurie					19.84	19.84
008	Rodriguez, Robert H.					17.36	17.36
009	Karman, Janice A.					18.60	18.60
010	Martin, Jim D.					20.46	20.46
			Total Acct.	5202		190.10	
				2102			190.10
001	Chang, Won K.	33	SUTA			7.82	7.82
002	Tyler, Sandi L.					7.53	7.53
003	Knipp, Scott S.					7.03	7.03
004	Heintz, Brett B.					8.91	8.91
005	Corbett, James W.					7.28	7.28
006	Brown, Edwin A.					7.53	7.53
007	Evans, Laurie					8.04	8.04
008	Rodriguez, Robert H.					7.03	7.03
009	Karman, Janice A.					7.53	7.53
010	Martin, Jim D.					8.29	8.29
			Total Acct.	5203		76.99	
				2103			76.99
			Checking	11103			2391.73
						3563.35	3563.35

Date : 12/21/90
Time : 02:03 PM

C-Us Cable Television
1253 S. 12th St.

Page no. 1

St. Louis, MO 63110
WEEKLY PAYROLL G/L TRANSACTION CODE PY1221

Account #	Debits	Credits
11103		2391.73
2101		230.25
2102		190.10
2103		76.99
2104		235.76
2105		230.25
2106		58.27
2109		150.00
5201	230.25	
5202	190.10	
5203	76.99	
5205	3007.50	
5206	36.01	
5208	22.50	
Totals:	3563.35	3563.35

ANSWER KEY TO JOB SHEET 36 - CRITERIA TO BE DETERMINED BY INSTRUCTOR

Date : 12/29/90
Time : 02:11 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

WEEKLY PAYROLL REGISTER : HOURLY

Code	Employee Name	Earnings Cd	Description	Number	Amount	Deductions Cd	Description	Amount	Net to Pay	Liabilities Description	Amount
001	Chang, Won K.	2	Hourly	40.000	300.00	16	FWH Tax	12.69		FICA	22.53
						17	FICA	22.53		FUTA	18.60
						18	SWH Tax	5.30		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			55.52	244.48		48.66
002	Tyler, Sandi L.	2	Hourly	40.000	300.00	16	FWH Tax	36.06		FICA	22.53
						17	FICA	22.53		FUTA	18.60
						18	SWH Tax	6.09		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			79.68	220.32		48.66
003	Knipp, Scott S.	2	Hourly	40.000	280.00	16	FWH Tax	33.06		FICA	21.03
						17	FICA	21.03		FUTA	17.36
						18	SWH Tax	5.15		SUTA	7.03
						22	Insurance	15.00			
			Total		280.00			74.24	205.76		45.42
004	Heintz, Brett B.	2	Hourly	40.000	330.00	16	FWH Tax	28.73		FICA	24.7
						17	FICA	24.78		FUTA	20.46
						18	SWH Tax	6.69		SUTA	8.29
						22	Insurance	15.00			
			Total		330.00			75.20	254.80		53.53
005	Corbett, James W.	2	Hourly	40.000	290.00	16	FWH Tax	5.42		FICA	21.78
						17	FICA	21.78		FUTA	17.98
						18	SWH Tax	4.81		SUTA	7.28
						22	Insurance	15.00			
			Total		290.00			47.01	242.99		47.04
006	Brown, Edwin A.	2	Hourly	40.000	300.00	16	FWH Tax	36.06		FICA	22.53
						17	FICA	22.53		FUTA	18.60
						18	SWH Tax	6.09		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			79.68	220.32		48.66

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

WEEKLY PAYROLL REGISTER : HOURLY

Code	Employee Name	Earnings Cd	Description	Number	Amount	Deductions Cd	Description	Amount	Net to Pay	Liabilities Description	Amount
007	Evans, Laurie	2	Hourly	40.000	320.00	16	FWH Tax	15.69		FICA	24.03
						17	FICA	24.03		FUTA	19.84
						18	SWH Tax	6.05		SUTA	8.04
						22	Insurance	15.00			
			Total		320.00			60.77	259.23		51.91
008	Rodriguez, Robert H.	2	Hourly	40.000	280.00	16	FWH Tax	21.23		FICA	21.03
						17	FICA	21.03		FUTA	17.36
						18	SWH Tax	4.67		SUTA	7.03
						22	Insurance	15.00			
			Total		280.00			61.93	218.07		45.42
009	Karman, Janice A.	2	Hourly	40.000	300.00	16	FWH Tax	24.23		FICA	22.53
						17	FICA	22.53		FUTA	18.60
						18	SWH Tax	5.52		SUTA	7.53
						22	Insurance	15.00			
			Total		300.00			67.28	232.72		48.66
010	Martin, Jim D.	2	Hourly	40.000	330.00	16	FWH Tax	17.19		FICA	24.78
						17	FICA	24.78		FUTA	20.46
						18	SWH Tax	6.46		SUTA	8.29
						22	Insurance	15.00			
			Total		330.00			63.43	266.57		53.53
	Total 1 INSTALLATION	2	Hourly	400.000	3030.00	16	FWH Tax	230.36		FICA	227.55
						17	FICA	227.55		FUTA	187.86
						18	SWH Tax	56.83		SUTA	76.08
						22	Insurance	150.00			
			Total		3030.00			664.74	2365.26		491.49
	Company Totals	2	Hourly	400.000	3030.00	16	FWH Tax	230.36		FICA	227.55
						17	FICA	227.55		FUTA	187.86
						18	SWH Tax	56.83		SUTA	76.08
						22	DEDUCTION	150.00			
			Total		3030.00			664.74	2365.26		491.49

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**** VOID - VOID ****
**** VOID - VOID ****

001038

001 Won K. Chang 1 INSTALLATION

2	Hourly	40.000	300.00	16 FWH Tax	12.69		
				17 FICA	22.53	001039	
				18 SWH Tax	5.30		
				22 Insurance	15.00		

12/29/9

300.00 55.52 ****244.48

1612.50	0.00	80.33	121.09	30.93	0.00	75.00

001 001039

(TWO HUNDRED FORTY FOUR DOLLARS AND 48/CENTS)

12/29/90 ****244.48

Won K. Chang
3406 Bray Ave.
St. Louis, MO 63110

223

002 Sandi L. Tyler 1 INSTALLATION

2	Hourly	40.000	300.00	16 FWH Tax	36.06			
				17 FICA	22.53	001040		
				18 SWH Tax	6.09			
				22 Insurance	15.00			
						12/29/90		
			300.00		79.68	****220.32		
	1500.00	0.00	180.30	112.65	30.45	0.00	75.00	

002 001040

(TWO HUNDRED TWENTY DOLLARS AND 32/CENTS)

12/29/90 ****220.32

Sandi L. Tyler
2701 Quail Dr.
St. Charles, MO 63510

003 Scott S. Knipp 1 INSTALLATION

2	Hourly	40.000	280.00	16 FWH Tax	33.06			
				17 FICA	21.03	001041		
				18 SWH Tax	5.15			
				22 Insurance	15.00			
						12/29/90		
			280.00		74.24	****205.76		
	1400.00	0.00	165.30	105.15	25.75	0.00	75.00	

003 001041

(TWO HUNDRED FIVE DOLLARS AND 76/CENTS)

12/29/90 ****205.76

Scott S. Knipp
12090 W. Hwy EE
Normandy, MO 63587

004 Brett B. Heintz 1 INSTALLATION

2	Hourly	40.000	330.00	16 FWH Tax	28.73	
				17 FICA	24.78	001042
				18 SWH Tax	6.69	
				22 Insurance	15.00	

12/29/90

330.00 75.20 ****254.8

1711.90	0.00	152.93	128.55	35.98	0.00	75.00

004 001042

(TWO HUNDRED FIFTY FOUR DOLLARS AND 80/CENTS)

12/29/90 ****254.80

Brett B. Heintz
3005 Anderson Ave.
St. Louis, MO 63112

005 James W. Corbett 1 INSTALLATION

2	Hourly	40.000	290.00	16 FWH Tax	5.42	
				17 FICA	21.78	001043
				18 SWH Tax	4.81	
				22 Insurance	15.00	

12/29/90

290.00 47.01 ****242.99

1493.52 0.00 33.63 112.17 25.73 0.00 75.00

005 001043

(TWO HUNDRED FORTY TWO DOLLARS AND 99/CENTS)

12/29/90 ****242.99

James W. Corbett
210 Waughn St.
St. Louis, MO 63110

006 Edwin A. Brown 1 INSTALLATION

2 Hourly 40.000 300.00

16 FWH Tax 36.06
17 FICA 22.53
18 SWH Tax 6.09
22 Insurance 15.00

001044

12/29/90

300.00 79.68 ****220.32

1511.25 0.00 181.99 113.49 31.02 0.00 75.00

006 001044

(TWO HUNDRED TWENTY DOLLARS AND 32/CENTS)

12/29/90 ****220.32

Edwin A. Brown
5301 E. St. Charles Rd.
St. Charles, MO 64587

007 Laurie Evans 1 INSTALLATION

2	Hourly	40.000	320.00	16 FWH Tax	15.69	
				17 FICA	24.03	001045
				18 SWH Tax	6.05	
				22 Insurance	15.00	

12/29/90

320.00 60.77 ****259.23

1624.00	0.00	82.05	121.95	31.23	0.00	75.00

007 001045

(TWO HUNDRED FIFTY NINE DOLLARS AND 23/CENTS)

12/29/90 ****259.23

Laurie Evans
1310 Pickford Ln.
St. Louis, MO 63110

008 Robert H. Rodriguez 1 INSTALLATION

2	Hourly	40.000	280.00	16 FWH Tax	21.23	
				17 FICA	21.03	001046
				18 SWH Tax	4.67	
				22 Insurance	15.00	

12/29/90

	280.00			61.93		****218.07
1410.50	0.00	107.73	105.94	23.81	0.00	75.00

008 001046

(TWO HUNDRED EIGHTEEN DOLLARS AND 07/CENTS)

12/29/90 ****218.07

Robert H. Rodriguez
5617 Clearview Rd.
St. Louis, MO 63110

009 Janice A. Karman 1 INSTALLATION

2 Hourly	40.000	300.00	16 FWH Tax	24.23		
			17 FICA	22.53		001047
			18 SWH Tax	5.52		
			22 Insurance	15.00		

12/29/90

	300.00			67.28		****232.72
600.00	0.00	48.46	45.06	11.04	0.00	30.00

009 001047

(TWO HUNDRED THIRTY TWO DOLLARS AND 72/CENTS)

12/29/90 ****232.72

Janice A. Karman
605 Park St.
St. Louis, MO 63111

010 Jim D. Martin 1 INSTALLATION

2	Hourly	40.000	330.00	16 FWH Tax	17.19		
				17 FICA	24.78	001048	
				18 SWH Tax	6.46		
				22 Insurance	15.00		
						12/29/90	
			330.00		63.43	****266.57	

660.00	0.00	34.38	49.56	12.92	0.00	30.00

010 001048

(TWO HUNDRED SIXTY SIX DOLLARS AND 57/CENTS)

12/29/90 ****266.57

Jim D. Martin
13556 N. 324th St.
St. Louis, MO 63104

Date : 12/29/90
Time : 02:17 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

CHECK REGISTER REPORT: UNPAID

Check #	Date	Code	Employee Name	Earnings	Deductions	Net Paid	Paid?
001038	12/29/90		V O I D				
001039	12/29/90	001	Cheng, Won K.	300.00	55.52	244.48	No
001040	12/29/90	002	Tyler, Sandi L.	300.00	79.68	220.32	No
001041	12/29/90	003	Knipp, Scott S.	280.00	74.24	205.76	No
001042	12/29/90	004	Heintz, Brett B.	330.00	75.20	254.80	No
001043	12/29/90	005	Corbett, James W.	290.00	47.01	242.99	No
001044	12/29/90	006	Brown, Edwin A.	300.00	79.68	220.32	No
001045	12/29/90	007	Evans, Laurie	320.00	60.77	259.23	No
001046	12/29/90	008	Rodriguez, Robert H.	280.00	61.93	218.07	No
001047	12/29/90	009	Karman, Janice A.	300.00	67.28	232.72	No
001048	12/29/90	010	Martin, Jim D.	330.00	63.43	266.57	No
			Checks Total 10	3030.00	664.74	2365.26	
			Voided 1				

Date : 12/29/90
Time : 02:18 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALLATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
001	Chang, Won K.	2	Hourly		40.000	300.00	
002	Tyler, Sandi L.				40.000	300.00	
003	Knipp, Scott S.				40.000	280.00	
004	Heintz, Brett B.				40.000	330.00	
005	Corbett, James W.				40.000	290.00	
006	Brown, Edwin A.				40.000	300.00	
007	Evans, Laurie				40.000	320.00	
008	Rodriguez, Robert H.				40.000	280.00	
009	Karman, Janice A.				40.000	300.00	
010	Martin, Jim D.				40.000	330.00	
			Total Acct.	5205	400.000	3030.00	
001	Chang, Won K.	16	FWH Tax				12.69
002	Tyler, Sandi L.						36.06
003	Knipp, Scott S.						33.06
004	Heintz, Brett B.						28.73
005	Corbett, James W.						5.42
006	Brown, Edwin A.						36.06
007	Evans, Laurie						15.69
008	Rodriguez, Robert H.						21.23
009	Karman, Janice A.						24.23
010	Martin, Jim D.						17.19
			Total Acct.	2104			230.36
001	Chang, Won K.	17	FICA				22.53
002	Tyler, Sandi L.						22.53
003	Knipp, Scott S.						21.03
004	Heintz, Brett B.						24.78
005	Corbett, James W.						21.78
006	Brown, Edwin A.						22.53
007	Evans, Laurie						24.03
008	Rodriguez, Robert H.						21.03
009	Karman, Janice A.						22.53
010	Martin, Jim D.						24.78
			Total Acct.	2105			227.55
001	Chang, Won K.	18	SWH Tax				5.30
002	Tyler, Sandi L.						6.09

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALLATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
003	Knipp, Scott S.						5.15
004	Heintz, Brett B.						6.69
005	Corbett, James W.						4.81
006	Brown, Edwin A.						6.09
007	Evans, Laurie						6.05
008	Rodriguez, Robert H.						4.67
009	Karman, Janice A.						5.52
010	Martin, Jim D.						6.46
			Total Acct.	2106			56.83
001	Chang, Won K.	22	Insurance				15.00
002	Tyler, Sandi L.						15.00
003	Knipp, Scott S.						15.00
004	Heintz, Brett B.						15.00
005	Corbett, James W.						15.00
006	Brown, Edwin A.						15.00
007	Evans, Laurie						15.00
008	Rodriguez, Robert H.						15.00
009	Karman, Janice A.						15.00
010	Martin, Jim D.						15.00
			Total Acct.	2109			150.00
001	Chang, Won K.	31	FICA			22.53	22.53
002	Tyler, Sandi L.					22.53	22.53
003	Knipp, Scott S.					21.03	21.03
004	Heintz, Brett B.					24.78	24.78
005	Corbett, James W.					21.78	21.78
006	Brown, Edwin A.					22.53	22.53
007	Evans, Laurie					24.03	24.03
008	Rodriguez, Robert H.					21.03	21.03
009	Karman, Janice A.					22.53	22.53
010	Martin, Jim D.					24.78	24.78
			Total Acct.	5201		227.55	
				2101			227.55
001	Chang, Won K.	32	FUTA			18.60	18.60
002	Tyler, Sandi L.					18.60	18.60
003	Knipp, Scott S.					17.36	17.36
004	Heintz, Brett B.					20.46	20.46
005	Corbett, James W.					17.98	17.98
006	Brown, Edwin A.					18.60	18.60

Date : 12/29/90
Time : 02:19 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL DEPARTMENT REPORT

Department : 1 INSTALLATION
Payroll Type: Weekly.

Emp #	Employee Name	Cd	Description	Acct #	Number	Debits	Credits
007	Evans, Laurie					19.84	19.84
008	Rodriguez, Robert H.					17.36	17.36
009	Karman, Janice A.					18.60	18.60
010	Martin, Jim D.					20.46	20.46
			Total Acct.	5202		187.86	
				2102			187.86
001	Chang, Won K.	33	SUTA			7.53	7.53
002	Tyler, Sandi L.					7.53	7.53
003	Knipp, Scott S.					7.03	7.03
004	Heintz, Brett B.					8.29	8.29
005	Corbett, James W.					7.28	7.28
006	Brown, Edwin A.					7.53	7.53
007	Evans, Laurie					8.04	8.04
008	Rodriguez, Robert H.					7.03	7.03
009	Karman, Janice A.					7.53	7.53
010	Martin, Jim D.					8.29	8.29
			Total Acct.	5203		76.08	
				2103			76.08
			Checking	11103			2365.26
						3521.49	3521.49

Date : 12/29/90
Time : 02:29 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110
WEEKLY PAYROLL G/L TRANSACTION CODE PY1229

Account #	Debits	Credits
11103		2365.26
2101		227.55
2102		187.86
2103		76.08
2104		230.36
2105		227.55
2106		56.83
2109		150.00
5201	227.55	
5202	187.86	
5203	76.08	
5205	3030.00	
Totals:	3521.49	3521.49

Date : 12/29/90
Time : 02:32 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

Page no. 1

PAYROLL MONTHLY REPORT

Date	Normal Earnings	Overtime Earnings	Other Earnings	FWH	FICA	Other Deductions	FICA Employer	FUTA Employer	SUTA Employer	Other Liabilities
Employee 001	Chang, Won K.									
12/07/90	300.00	67.50	0.00	22.82	27.60	22.99	27.60	22.78	9.23	0.00
12/14/90	300.00	33.75	0.00	17.75	25.06	21.61	25.06	20.69	8.38	0.00
12/21/90	300.00	11.25	0.00	14.38	23.37	20.73	23.37	19.30	7.82	0.00
12/29/90	300.00	0.00	0.00	12.69	22.53	20.30	22.53	18.60	7.53	0.00
Sub-Totals	1200.00	112.50	0.00	67.64	98.56	85.63	98.56	81.37	32.96	0.00
Employee 002	Tyler, Sandi L.									
12/07/90	300.00	0.00	0.00	36.06	22.53	21.09	22.53	18.60	7.53	0.00
12/14/90	300.00	0.00	0.00	36.06	22.53	21.09	22.53	18.60	7.53	0.00
12/21/90	300.00	0.00	0.00	36.06	22.53	21.09	22.53	18.60	7.53	0.00
12/29/90	300.00	0.00	0.00	36.06	22.53	21.09	22.53	18.60	7.53	0.00
Sub-Totals	1200.00	0.00	0.00	144.24	90.12	84.36	90.12	74.40	30.12	0.00
Employee 003	Knipp, Scott S.									
12/07/90	280.00	0.00	0.00	33.06	21.03	20.15	21.03	17.36	7.03	0.00
12/14/90	280.00	0.00	0.00	33.06	21.03	20.15	21.03	17.36	7.03	0.00
12/21/90	280.00	0.00	0.00	33.06	21.03	20.15	21.03	17.36	7.03	0.00
12/29/90	280.00	0.00	0.00	33.06	21.03	20.15	21.03	17.36	7.03	0.00
Sub-Totals	1120.00	0.00	0.00	132.24	84.12	80.60	84.12	69.44	28.12	0.00
Employee 004	Heintz, Brett B.									
12/07/90	330.00	37.14	0.00	34.30	27.57	23.21	27.57	22.76	9.22	0.00
12/14/90	330.00	0.00	0.00	28.73	24.78	21.69	24.78	20.46	8.29	0.00
12/21/90	330.00	24.76	0.00	32.44	26.64	22.70	26.64	22.00	8.91	0.00
12/29/90	330.00	0.00	0.00	28.73	24.78	21.69	24.78	20.46	8.29	0.00
Sub-Totals	1320.00	61.90	0.00	124.20	103.77	89.29	103.77	85.68	34.71	0.00
Employee 005	Corbett, James W.									
12/07/90	290.00	0.00	0.00	5.42	21.78	19.81	21.78	17.98	7.28	0.00
12/14/90	290.00	43.52	0.00	11.95	25.05	21.49	25.05	20.68	8.37	0.00
12/21/90	290.00	0.00	0.00	5.42	21.78	19.81	21.78	17.98	7.28	0.00
12/29/90	290.00	0.00	0.00	5.42	21.78	19.81	21.78	17.98	7.28	0.00
Sub-Totals	1160.00	43.52	0.00	28.21	90.39	80.92	90.39	74.62	30.21	0.00
Employee 006	Brown, Edwin A.									
12/07/90	300.00	11.25	0.00	37.75	23.37	21.66	23.37	19.30	7.82	0.00
12/14/90	300.00	0.00	0.00	36.06	22.53	21.09	22.53	18.60	7.53	0.00
12/21/90	277.50	0.00	22.50	36.06	22.53	21.09	22.53	18.60	7.53	0.00
12/29/90	300.00	0.00	0.00	36.06	22.53	21.09	22.53	18.60	7.53	0.00
Sub-Totals	1177.50	11.25	22.50	145.93	90.96	84.93	90.96	75.10	30.41	0.00

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

PAYROLL MONTHLY REPORT

Date	Normal Earnings	Overtime Earnings	Other Earnings	FWH	FICA	Other Deductions	FICA Employer	FUTA Employer	SUTA Employer	Other Liabilities
Employee 007	Evans, Laurie									
12/07/90	320.00	0.00	0.00	15.69	24.03	21.05	24.03	19.84	8.04	0.00
12/14/90	320.00	24.00	0.00	19.29	25.83	22.03	25.83	21.33	8.64	0.00
12/21/90	320.00	0.00	0.00	15.69	24.03	21.05	24.03	19.84	8.04	0.00
12/29/90	320.00	0.00	0.00	15.69	24.03	21.05	24.03	19.84	8.04	0.00
Sub-Totals	1280.00	24.00	0.00	66.36	97.92	85.18	97.92	80.85	32.76	0.00
Employee 008	Rodriguez, Robert H.									
12/07/90	280.00	0.00	0.00	21.23	21.03	19.67	21.03	17.36	7.03	0.00
12/14/90	280.00	10.50	0.00	22.81	21.82	20.13	21.82	18.01	7.29	0.00
12/21/90	280.00	0.00	0.00	21.23	21.03	19.67	21.03	17.36	7.03	0.00
12/29/90	280.00	0.00	0.00	21.23	21.03	19.67	21.03	17.36	7.03	0.00
Sub-Totals	1120.00	10.50	0.00	86.50	84.91	79.14	84.91	70.09	28.38	0.00
Employee 009	Karman, Janice A.									
12/21/90	300.00	0.00	0.00	24.23	22.53	20.52	22.53	18.60	7.53	0.00
12/29/90	300.00	0.00	0.00	24.23	22.53	20.52	22.53	18.60	7.53	0.00
Sub-Totals	600.00	0.00	0.00	48.46	45.06	41.04	45.06	37.20	15.06	0.00
Employee 010	Martin, Jim D.									
12/07/90	330.00	0.00	0.00	17.19	24.78	21.46	24.78	20.46	8.29	0.00
12/14/90	330.00	0.00	0.00	17.19	24.78	21.46	24.78	20.46	8.29	0.00
Sub-Totals	660.00	0.00	0.00	34.38	49.56	42.92	49.56	40.92	16.58	0.00
Totals	10837.50	263.67	22.50	878.16	835.37	754.01	835.37	689.67	279.31	0.00

ANSWER KEY TO JOB SHEET 43 - CRITERIA TO BE DETERMINED BY INSTRUCTOR

ANSWER KEY TO JOB SHEET 44

Date : 12/29/90
Time : 02:34 PM

C-Us Cable Television
1253 S. 12th St.

St. Louis, MO 63110

Page no. 1

PAYROLL QUARTERLY REPORT

Social Security	Employee Name	Taxable FICA Wages	Taxable Wages	State Unempl Wages	State
435-80-0249	Brown, Edwin A.	1511.25	1511.25	1511.25	MO
441-69-7584	Chang, Won K.	1612.50	1612.50	1612.50	MO
441-52-8885	Corbett, James W.	1493.52	1493.52	1493.52	MO
440-57-1298	Evans, Laurie	1624.00	1624.00	1624.00	MO
452-58-2849	Heintz, Brett B.	1711.90	1711.90	1711.90	MO
442-50-7393	Karman, Janice A.	600.00	600.00	600.00	MO
413-87-5987	Knipp, Scott S.	1400.00	1400.00	1400.00	MO
440-19-1931	Martin, Jim D.	660.00	660.00	660.00	MO
442-51-4428	Rodriguez, Robert H.	1410.50	1410.50	1410.50	MO
440-63-2187	Tyler, Sandi L.	1500.00	1500.00	1500.00	MO
10	Totals for Page :	13523.67	13523.67	13523.67	
10	Totals for State : MO	13523.67	13523.67	13523.67	

ANSWER KEY TO JOB SHEET 45 - CRITERIA TO BE DETERMINED BY INSTRUCTOR

C-Us Cable Television 123-456-78 123-456-78
1253 S. 12th St.

St. Louis, MO 63110 0.00

435-80-0249 181.99 1,511.25 113.49

Edwin A. Brown 1,511.25 0.00

5301 E. St. Charles Rd. 0.00 0.00
St. Charles, MO 64587

31.02 1,511.25 MO

0.00 1,511.25

C-Us Cable Television 123-456-78 123-456-78
1253 S. 12th St.

St. Louis, MO 63110 0.00

441-69-7584 80.33 1,612.50 121.09

Won K. Chang 1,612.50 0.00

3406 Bray Ave. 0.00 0.00
St. Louis, MO 63110

30.93 1,612.50 MO

0.00 1,612.50

C-Us Cable Television 123-456-78 123-456-78
1253 S. 12th St.

St. Louis, MO 63110 0.00

441-52-8885 33.63 1,493.52 112.17

James W. Corbett 1,493.52 0.00

210 Waughn St. 0.00 0.00
St. Louis, MO 63110

25.73 1,493.52 MO

0.00 1,493.52

C-Us Cable Television 1253 S. 12th St. St. Louis, MO 63110		123-456-78	123-456-78 0.00	
440-57-1298	82.05	1,624.00	121.95	
Laurie Evans		1,624.00	0.00	
1310 Pickford Ln. St. Louis, MO 63110		0.00	0.00	
		31.23	1,624.00	MO
		0.00	1,624.00	

C-Us Cable Television 1253 S. 12th St. St. Louis, MO 63110		123-456-78	123-456-78 0.00	
452-58-2849	152.93	1,711.90	128.55	
Brett B. Heintz		1,711.90	0.00	
3005 Anderson Ave. St. Louis, MO 63112		0.00	0.00	
		35.98	1,711.90	MO
		0.00	1,711.90	

C-Us Cable Television 1253 S. 12th St. St. Louis, MO 63110		123-456-78	123-456-78 0.00	
442-50-7393	48.46	600.00	45.06	
Janice A. Karman		600.00	0.00	
605 Park St. St. Louis, MO 63111		0.00	0.00	
		11.04	600.00	MO
		0.00	600.00	

C-Us Cable Television 1253 S. 12th St. St. Louis, MO 63110		123-456-78	123-456-78	
				0.00
413-87-5987	165.30	1,400.00		105.15
Scott S. Knipp		1,400.00		0.00
12090 W. Hwy EE Normandy, MO 63587		0.00		0.00
		25.75	1,400.00	MO
		0.00	1,400.00	

C-Us Cable Television 1253 S. 12th St. St. Louis, MO 63110		123-456-78	123-456-78	
				0.00
440-19-1931	34.38	660.00		49.56
Jim D. Martin		660.00		0.00
13556 N. 324th St. St. Louis, MO 63104		0.00		0.00
		12.92	660.00	MO
		0.00	660.00	

C-Us Cable Television 1253 S. 12th St. St. Louis, MO 63110		123-456-78	123-456-78	
				0.00
442-51-4428	107.73	1,410.50		105.94
Robert H. Rodriguez		1,410.50		0.00
5617 Clearview Rd. St. Louis, MO 63110		0.00		0.00
		23.81	1,410.50	MO
		0.00	1,410.50	

C-Us Cable Television 1253 S. 12th St. St. Louis, MO 63110		123-456-78	123-456-78	
				0.00
440-63-2187	180.30	1,500.00		112.65
Bandi L. Tyler		1,500.00		0.00
2701 Quail Dr. St. Charles, MO 63510		0.00		0.00
		30.45	1,500.00	MO
		0.00	1,500.00	

C-Us Cable Television 1253 S. 12th St. St. Louis, MO 63110		123-456-78		
				0.00
	1067.10	13523.67		1015.61
		13523.67		0.00
		258.86	13523.67	
		0.00	13523.67	

AUTOMATED ACCOUNTING - PAYROLL

TEST

Match the twelve payroll terms listed below (a.-be.) with their correct definitions by marking the appropriate letter or combination of letters.

___ 1. A tax required by the federal government to be withheld from an employee's gross pay; withheld for each pay period, therefore spreading the payment over the course of the year

___ 2. Total earnings before taxes and other withholdings are withheld from an employee's pay

___ 3. A detailed listing of checks which have been written; includes information such as the check number, date, and drawee

___ 4. Money withheld from an employee's earnings for taxes, insurance, pensions, etc.

___ 5. Compensated time for which an employee may take off work for personal pleasure

___ 6. A form completed by an employee at the time of hiring which indicates the withholding exemptions (allowances) which the employee is entitled to claim (usually the number of persons the employee supports)

___ 7. A business or individual(s) for whom an employee provides a service

___ 8. Individuals who provide services under the guidance of an employer

___ 9. Compensated time for which an employee may be absent from work because of illness or doctor/dental appointments

___ 10. The amount of money an employee receives after taxes and withholdings have been withheld; is sometimes referred to as "take-home pay"

___ 11. An employee deduction withheld from an employee's gross pay; employers are required to withhold state income tax from those states that currently have state income withholdings

___ 12. The time period for which an employee is paid; may be weekly, bi-weekly, monthly, and contract labor

a. State income withholdings

b. Employer

c. Pay period

d. Form W-4

e. Check register

ab. Vacation time

ac. Payroll deductions

ad. Sick time

ae. Gross pay

bc. Employee

bd. Federal income tax

be. Net pay

Match the five payroll terms listed below (a.-e.) with their correct definitions by marking the appropriate letter or combination of letters.

___ 13. An employment log kept for each employee indicating the accumulated earnings and withholdings for the year

___ 14. A form provided to employees from an employer listing the employee's earnings and withholdings such as FICA, state and local taxes, and state and federal withholdings

___ 15. The earnings received upon exceeding the normal working hours (usually 40 hours per week); the common rate is one and one-half times the regular hourly rate

___ 16. A federal tax paid by most employers and employees for use in paying old-age, survivors, disability, and health insurance benefits; sometimes referred to as social security tax

___ 17. Earnings due to an employee for services rendered

a. FICA

b. Employee earning record

c. Payroll

d. Overtime pay

e. Form W-2

18. Given the following memorandum from a payroll manager, complete the Form W-4 below.

TO: Payroll Clerk

FROM: Payroll Manager

DATE: September 27, 19YY

SUBJECT: New Employee Form W-4

Please complete a Form W-4 for for Sue so she can stop by the payroll department to sign.

Sue K. Dorrell was hired today. She resides at 2626 N. Alton Avenue in Fulton, Missouri (zip code 65251). Sue's social security number is 386-26-8416. She is single and is claiming one allowance. Sue does not want an additional amount to be withheld from her pay, nor is she exempted from withholdings.

---------- Cut here and give the certificate to your employer. Keep the top portion for your records. ----------

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ **For Privacy Act and Paperwork Reduction Act Notice, see reverse.**

OMB No. 1545-0010
1990

1 Type or print your first name and middle initial | Last name | 2 Your social security number

Home address (number and street or rural route)

City or town, state, and ZIP code

3 Marital status ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate.
Note: *If married, but legally separated, or spouse is a nonresident alien, check the Single box.*

4 Total number of allowances you are claiming (from line G above or from the Worksheets on back if they apply) . . . 4

5 Additional amount, if any, you want deducted from each pay . . . . . 5 $

6 I claim exemption from withholding and I certify that I meet **ALL** of the following conditions for exemption:
- Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability; **AND**
- This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability; **AND**
- This year if my income exceeds $500 and includes nonwage income, another person cannot claim me as a dependent.

If you meet all of the above conditions, enter the year effective and "EXEMPT" here . . . . . ▶ 6 19

7 Are you a full-time student? (**Note:** *Full-time students are not automatically exempt.*) . . . . . 7 ☐ Yes ☐ No

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Employee's signature ▶ **Date** ▶ , 19

8 Employer's name and address (**Employer:** Complete 8 and 10 **only if sending to IRS**) | 9 Office code (optional) | 10 Employer identification number

19. Given the following memorandum from a payroll manager, complete the Form W-2 below.

TO: Payroll Clerk

FROM: Payroll Manager

DATE: January 5, 19YY

SUBJECT: John A. Baines Form W-2

John A. Baines' employment was terminated as of today. Please complete a Form W-2 for him.

Employer data:

Allical Inc.
120 N. Main
St. Louis, MO 65316
ID 87-1269437
State number 3736514

Employee data:

John A. Baines (465-92-3812)
3721 S. Bellmont
St. Louis, MO 65317
Wages (social security, State) $19,500
Social security withheld 1,345.50
Federal tax 2,388.75
State income tax 780.00

1 Control number		OMB No. 1545-0008			
2 Employer's name, address, and ZIP code			6 Statutory employee ☐ Deceased ☐ Pension plan ☐ Legal rep. ☐ 942 emp. ☐ Subtotal ☐ Deferred compensation ☐ Void ☐		
			7 Allocated tips	8 Advance EIC payment	
			9 Federal income tax withheld	10 Wages, tips, other compensation	
3 Employer's identification number	4 Employer's state I.D. number		11 Social security tax withheld	12 Social security wages	
5 Employee's social security number			13 Social security tips	14 Nonqualified plans	
19 Employee's name, address and ZIP code			15 Dependent care benefits	16 Fringe benefits incl. in Box 10	
			17	18 Other	
20	21		22	23	
24 State income tax	25 State wages, tips, etc.	26 Name of state	27 Local income tax	28 Local wages, tips, etc.	29 Name of locality

Copy 1 For State, City, or Local Tax Department

Dept. of the Treasury—Internal Revenue Service

Form W-2 Wage and Tax Statement 1990

Employee's and employer's copy compared ☐

AUTOMATED ACCOUNTING - PAYROLL

TEST KEY

1. bd
2. ae
3. e
4. ac
5. ab
6. d
7. b
8. bc
9. ad
10. be
11. a
12. c
13. b
14. e
15. d
16. a
17. c

18.

Form **W-4** (1990)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

► For Privacy Act and Paperwork Reduction Act Notice, see reverse.

OMB No. 1545-0010

1990

1 Type or print your first name and middle initial: Sue K. | Last name: Darrell | 2 Your social security number: 386-26-8416

Home address (number and street or rural route): 3626 N. Alton Avenue

City or town, state, and ZIP code: Fulton, MO 65251

3 Marital status: ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

4 Total number of allowances you are claiming (from line G above or from the Worksheets on back if they apply) . . . 4 | 1

5 Additional amount, if any, you want deducted from each pay . . . 5 $ 0

6 I claim exemption from withholding and I certify that I meet ALL of the following conditions for exemption:
- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability; AND
- This year if my income exceeds $500 and includes nonwage income, another person cannot claim me as a dependent.

If you meet all of the above conditions, enter the year effective and "EXEMPT" here . . . ► 6 | 19

7 Are you a full-time student? (Note: Full-time students are not automatically exempt.) . . . 7 ☐ Yes ☐ No

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Employee's signature ► Date ► September 27, 19XX

8 Employer's name and address (Employer: Complete 8 and 10 only if sending to IRS) | 9 Office code (optional) | 10 Employer identification number

19.

1 Control number

2 Employer's name, address, and ZIP code:
Allical Inc.
120 N. Main
St. Louis, MO 65316

3 Employer's identification number: 87-1269437
4 Employer's state I.D. number: 3736514
5 Employee's social security number: 465-92-3812

6 Statutory employee, Deceased, Pension plan, Legal rep., Hshld. emp., Subtotal, Deferred compensation, Void

7 Allocated tips
8 Advance EIC payment
9 Federal income tax withheld: 2,398.75
10 Wages, tips, other compensation: 19,500
11 Social security tax withheld: 1,345.50
12 Social security wages: 19,500
13 Social security tips
14 Nonqualified plans
15 Dependent care benefits
16 Fringe benefits incl. in Box 10
17
18 Other

19 Employee's name, address, and ZIP code:
John A. Baires
3721 S. Bellmont
St. Louis, MO 65317

20 | 21 | 22 | 23

24 State income tax	25 State wages, tips, etc.	26 Name of state	27 Local income tax	28 Local wages, tips, etc.	29 Name of locality
780	19,500	MO			St. Louis

Copy 1 For State, City, or Local Tax Department — Dept. of the Treasury—Internal Revenue Service

Form **W-2 Wage and Tax Statement 1990**

Employee's and employer's copy compared ☐